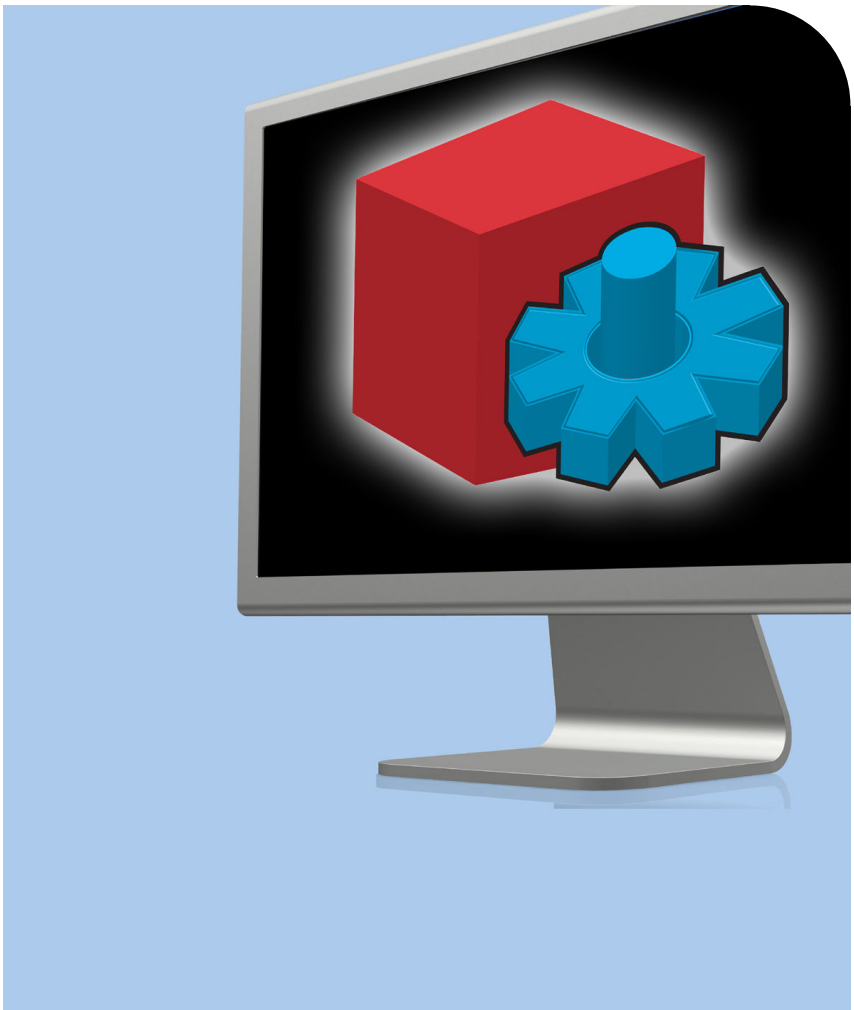
Océ
Posterizer™ Pro
Designer

POP into retail



User manual
Application guide

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Chapter 1
Preface

Trademarks

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Notes for the reader

Introduction

This manual helps you to use Posterizer Pro. The manual contains a description of the product and guidelines to use and operate Posterizer Pro.

Definition

Attention-Getters

Parts of this user manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task
- Information to prevent property damage.

Note, Attention, and Caution

The words **Note** and **Attention** draw your attention to important information.

The attention-getters with the corresponding icons

Word	Icon	Indicates
Note		Tips or additional information about the correct operation of the product.
Attention		Information to prevent property damage, for example damage to the product or files.

Chapter 2
Océ Posterizer™ - Presentation

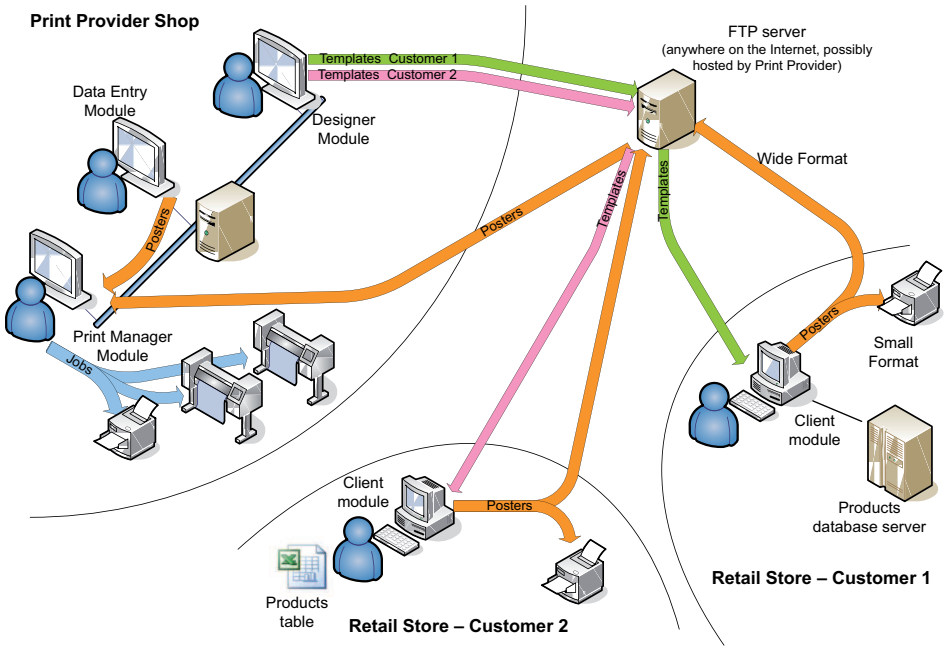
Océ Posterizer Pro

Introduction

Introducing the most efficient signage software package designed for the retail environment. Posterizer Pro software is a fully integrated retail signage solution to produce everything from short-term pricing posters to price tags, window clings, banners or other temporary POS (Point of Sales) signage.

With Posterizer Pro software, an internal or external print provider can easily and quickly create just-in-time, low-cost, professional-looking signage for small - and medium - sized retailers.

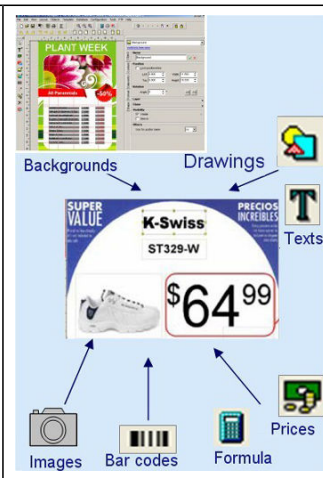
Illustration



Global workflow

There are three main steps in a typical Posterizer Pro signage workflow:

1. Design
Using the Designer module, define a customized template by implementing the end-user's graphical chart and by positioning and configuring all necessary fields such as text, price, images, price formula, etc.



2. Manual or Automated Data Entry
With the Data Entry module, automatically populate the template to create a batch of posters by linking to a database.
You can enter information manually, if desired, to create posters on the fly.

3. Automated Printing
The intelligent Print Manager module will:
- Screen the jobs depending on pre-set criteria
- Define the best nesting for optimal media usage
- Send the job to the appropriate printer
Once your workflow is set up, Posterizer Pro software can generate a complete new batch of posters in minutes, with hardly any operator intervention.

The Océ Posterizer Automation option

The Automation option is an option of Posterizer Pro.
It can help you dramatically improve your productivity by automating some routine tasks and linking the system to complex databases for automated data entry and for batch printing.
The Automation option activates the following functionalities:

- **Layers management**: you can define powerful templates, with dynamic layout
- **Template connection to customers products databases**: you can generate posters from the records of a database (such as Access, SQL, Oracle...)
- **Layout templates**: you can customize layouts for printing of multiple pages per sheet
- **Database requests**: you can generate a batch of posters from a command file

The Océ Posterizer Multi Printers option

The Multi Printers option is an option of Posterizer Pro.

Océ Posterizer can be connected by default to any small format printer (with output maximum of 12x18") and to certain large format printers (see your local sales representative for more details).
The Multi Printers option allows you to **connect Océ Posterizer to ANY large format printer, driven with a Windows driver, on the market.**

The Designer Module

Introduction

This module is used to create a poster template, which includes all graphical chart requirements and the generic layout of the signage.

A set of retail-specific and easy-to-use tools is available to design a template from scratch or to adjust an existing template from the Océ Posterizer template library.
Each variable data field - such as pricing, product description, discounts, etc. - can be linked to the retailer's product database for automated sign processing.

Chapter 3
Introduction to the Designer Module

Get to know the main concepts

Definition

To use the Designer Module, you must understand some basic concepts.

Customer

In the Designer Module, you design templates for your customers.
Your customers can be a specific retailer or a group of retailers that uses the same POS (Point Of Sales) signage.

Once the templates are designed, you have two ways to interact with your customers:

- You send the templates to your customers via FTP.
  Your customers retrieve the templates with their Client module. Then, they can create their own posters.
- You use the templates in your Data Entry module.
  You can create posters for your customers. Then, you deliver the printed posters to those customers.

Client

Client refers to a specific module of Océ Posterizer. Posterizer Pro interacts with a Client module.

The users of the Client module are your customers.
They cannot design template. They use the templates you design in order to create their own posters.
The Client module is a data entry module.

'Environment'

An environment applies to one or several customers. It is linked with a chart.

In the Designer Module, you can have several environments. An environment is defined by a name, a logo, and FTP parameters.

The environment is a concept you use in order to organize your work and to manage your customers.
With different environments per customer, you can apply specific settings to their templates.

'Chart'

A chart gathers the main elements you need to design templates for a specific environment. It is a repository of folders. In this repository, you store the elements that are used in the templates.
Those elements are the templates themselves, the fonts, the formulas, the images, the database -if any- and the posters.

From the Designer Module, you load the chart to an FTP server. The FTP server is used to communicate with your customers.
You can also use the chart locally, in the Data Entry module.

FTP server

A FTP server is an online space where you exchange information with your customers. You must link Posterizer Pro with an FTP server in order to communicate with your customers.

On the FTP server, you load the chart(s) you create in order to make them available to your customers. Then, each customer:

- automatically retrieves the chart you created,
- can send you its posters for print.

Note:
Make sure your system administrator knows the connection settings to the FTP server you use. Those settings are requested for a complete configuration of Posterizer Pro.

Data entry module

In this manual, the expression 'data entry module' refers to the Data Entry module and to the Client module.
Both are modules from which a user can insert data in a template in order to create posters.

'Template'

The template is the document you create in Designer Module. It is the basis for the creation of posters in the others Posterizer Pro modules.
A template is composed of several objects. It can also be linked with a database.

A template can be used to create associated templates within the Designer Module. Associated templates all have the same objects structure. The objects all have the same properties, and possibly, the same link to a database.
The associated templates are always proposed and presented together to the user of the data entry module.

Note:
You can only open one template at a time.

'Object'

The objects compose a template. In the Designer Module, there are six objects categories:

- 'Text' objects
- 'Price' object
- 'Formula' object
- 'Image' objects
- 'Shape' objects
- 'Barcode' objects

You use them to design a template and to create content.

'Sleeve'

In a shop, a sleeve is a pouch, with transparent areas, used to display and protect a poster. On a sleeve, there can be some fixed text or graphics that, then, do not need to be printed on each poster.

In Posterizer Pro, a template can have the 'Sleeve' attribute. This means the template is designed to prepare posters that will be displayed in a sleeve.
As a consequence, in such a poster, some objects will be marked as 'Sleeve' objects: they have the 'Sleeve' attribute enabled. This means that these objects do not have to be printed.

- It is possible to preview the poster or to make a test print with it. You can see how the poster will look like when displayed in its sleeve.
- The 'Sleeve' attribute can also be used to print posters on preprinted material.

Get to know the interface of Designer Module

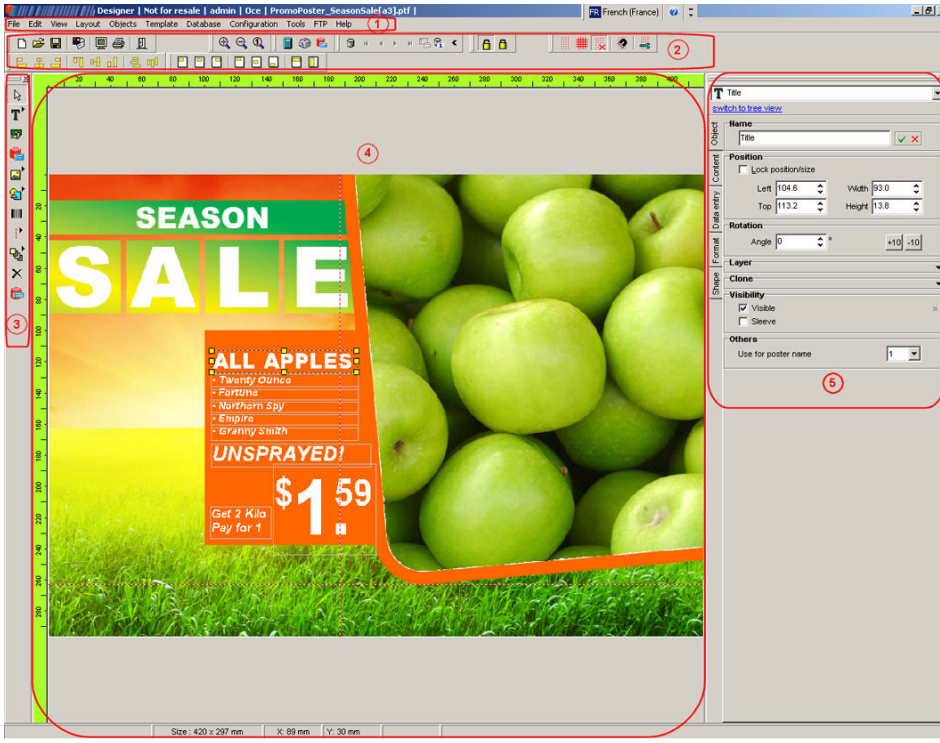
Introduction

Several areas and components can be found within the interface:

- the top menu bar, located at the top of the interface.
  It is always available.
- the toolbars, located, by default, below the top menu bar.
  They are composed of icons. Pass the mouse over an icon to know its function.
  Icons are shortcuts for the features available in the menus.
- the objects palette, located, by default, on the left-hand side of the interface.
  Each object has properties that you can define.
- the object properties panel, located, by default, on the right-hand side of the interface.
- the design panel, which displays the current template and can contain the rulers, located in the center of the interface.
  It is always available.

To view or hide those components, select or un-select them from the 'View' top menu.

Illustration



[7] Interface of the Designer module

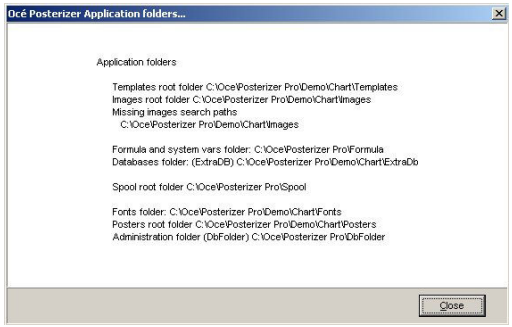
Description of the components

Area	Component	Function
1	Top menu bar	Main menus. They contain all the features available according to a user's rights.
2	'Toolbars'	Icons that represent a quick access to certain features. All the features symbolized by an icon can also be found via the top menus.
3	'Objects palette'	All the objects you can integrate in your template, and some shortcuts to position, arrange and preview the template.
4	Design panel	Main working area. It gives you a preview of the template.

Area	Component	Function
5	'Object properties' panel	All the properties you can apply to an object. There are two methods to display this panel: ■ tree structure ■ tab view Use the proposed link to change the display the panel.

Check the 'Application folders'

1. In the 'Configuration' menu, select 'Application folders'.
2. In the 'Application folders' window, you can check all the paths to the folders used by the application.
   These paths lead to the folders that compose the chart of the current environment.
3. When you need to add extra content to a chart, follow these paths and add content in the dedicated folder.


Océ Posterizer Application folders...
Application folders
Templates root folder C:\Oce\Posterizer Pro\Demo\Chart\Templates
Images root folder C:\Oce\Posterizer Pro\Demo\Chart\Images
Missing images search paths
C:\Oce\Posterizer Pro\Demo\Chart\Images
Formula and system vars folder: C:\Oce\Posterizer Pro\Formula
Databases folder: (ExtraDB) C:\Oce\Posterizer Pro\Demo\Chart\ExtraDb
Spool root folder C:\Oce\Posterizer Pro\Spool
Fonts folder: C:\Oce\Posterizer Pro\Demo\Chart\Fonts
Posters root folder C:\Oce\Posterizer Pro\Demo\Chart\Posters
Administration folder (DbFolder) C:\Oce\Posterizer Pro\DbFolder
Close

Chapter 4
Configure the Designer Module

Configure the environment

What is an environment

Definition

When you start the Designer Module, you must select the environment for which you want to work.
The first time you start Designer Module, you must create an environment.

'Environment'

An environment applies to one or several customers. It is linked with a chart.

In the Designer Module, you can have several environments. An environment is defined by a name, a logo, and FTP parameters.

The environment is a concept you use in order to organize your work and to manage your customers.
With different environments per customer, you can apply specific settings to their templates.

- An environment has a name and can have a logo.
- An environment is associated to a graphical chart (and all its related resources) and to an FTP configuration.
  All your customers who use this FTP configuration will use the same chart and will automatically get the chart updates. Then, they will be able to generate posters from the templates contained in this chart.

Create or open an environment

When to do

You create a new environment

- when you first use the Designer Module.
- when you want to create a new chart.

Create a new environment

1. Double-click the Designer Module icon from your desktop to open it.
   The 'Select environment folder' window pops-up.
2. Click 'New'.
3. Click 'Yes' to validate.
4. Enter the information related to this new environment.
   - Enter a name.
     For instance, the activity or name of the customer.
   - Add a logo, if needed.

Note:
The image used for the logo must have the JPG format.

5. Click 'OK' to validate the information.
   The new environment now appears in the 'Select environment folder' window.

Result

Automatically, when you create an environment, a chart is created.
This chart contains the needed folders to store all the elements of your environment.
Those folders are empty: you must populate them.
Open the environment in order to create a first template.

Open an environment

1. Double-click the Designer Module icon from your desktop to open it.
   The 'Select environment folder' window pops-up.
2. Select an environment.
3. Click 'OK' to open it.
   A welcome screen pops-up.
4. Select what you want to do.

Note:
If you select a newly created environment, you can 'Create a new template...'. You can also import a chart from a ZIP file.
For instance, when you first use Designer Module, import the Demo chart.

Note:
You can navigate from one environment to another.
To do so, save and close the template you work on. Then, from the 'File' menu, select'Change environment...'. Select the environment you need. Click 'OK' to open it.

Modify or delete an environment

Introduction

You can always change the name or the logo of an environment.

Modify an environment

1. Open the Designer Module.
2. Select an environment.
3. Click 'Modify...'.
4. You can:
   - Change the name of the environment.
   - Change the logo of the environment.
5. Click 'OK' to validate.
   You can now open the environment.

Delete an environment

Note:
To delete an environment, you must run the Designer Module on the workstation where Posterizer Pro was installed.

1. Open the Designer Module.
2. Select an environment.
3. Click 'Delete...'.
4. Click 'Yes' to confirm.
   The folder of that environment and the elements it contains are moved to the Recycle Bin of your workstation.

Log in as an Administrator

Introduction

The administrator of the Posterizer Pro can configure advanced settings in the Designer Module. For instance, the administrator can configure the FTP connection settings.
The login avoids that unexperienced users change the FTP configuration (which can lead to unexpected connection issues while publishing the chart).

'Log in'

1. Open the Designer Module.
2. From the 'Configuration' menu, select 'Administrator login'.
3. Enter your password.
   Click 'OK' to validate.

Note:
The default Administrator password is communicated by your Océ representative (see also the Administrator manual).
Then, you can define a new one. See: *'Define the Administrator password'* on page 46

Result

The menu entry changed into 'Administrator logout'. Use it to log out.

Configure the FTP connection

Define the FTP chart settings - Administrator only

Introduction

You configure the FTP connection settings via the 'FTP chart settings' window.
To access the 'FTP chart settings' window, open the ' FTP ' menu - 'Chart' - 'Chart FTP settings...'.

Purpose

You must define the FTP settings used to publish each chart you create. A best practice is to request the Administrator of Designer Module to do so just after the creation of an environment.

Each chart is linked with a single FTP configuration.

Before you begin

- Make sure your FTP server is configured.
- Make sure you have all the connectivity information to connect to the FTP server. If not, contact your local system administrator.
- Log in as Administrator.

Define the FTP connection

1. Open 'Chart FTP settings...' from the ' FTP ' - 'Chart' menu.
2. From the ' FTP connection' tab, enter:

Setting	Description
the host	IP address or hostname of the FTP server.
the port number	By default, the FTP port is the port 21.
the user name	Name of the user who uses the FTP server
the password	Associated with the user name, in order to connect to the FTP server

Setting	Description
the folder where the chart will be stored	By default, it has the name of the current environment you use.

3. From the 'Proxy' tab, select the 'Proxy' type.
   If there is a proxy, then define the complementary information (contact your local system administrator to get the details).
4. From the 'Zip file' tab, you can define a password to protect the chart.

Note:
If you define a password, communicate it to the users of the chart.

5. From the 'Advanced' tab, indicate if you want to use FTP in Passive mode.
   This mode offers additional security.
6. Click 'Test connection'.
   Pop-up windows inform you about the result of this action.
7. Click 'OK' to validate and exit the window.

Result

The chart can be uploaded to the FTP server for retrieval by your customers.

Open the Chart FTP folder

Purpose

You can open the FTP folder of the chart to check its content.

1. From the ' FTP ' menu, select 'Chart' - 'Open chart FTP folder...'
2. If the FTP server is configured, the FTP folder of the chart opens.
   Else, you get an error message. In this case, follow this procedure: *'Define the FTP chart settings - Administrator only'* on page 31.

Prepare the Designer Module for use

What is a chart

Introduction

You must gather your templates in a chart. This action allows to use the templates for posters creation in the Posterizer Pro modules.

Definition

A chart is specific to an environment. It gathers all the information you need to create posters for that specific environment.

The chart is created by you, in the Designer Module. You place it on the FTP server, as a .ZIP file, in order to push it to your customers.
The chart is used by your customers in the others Posterizer Pro modules.

A chart does not only gathers all your templates. It is composed of all the graphical element you need to design the posters. It can also contains some content data.

The chart is a folder that contains the following sub-folders:

Folder	Description
ExtraDb	Contains the possible database files to be linked with the template objects. Databases can be used in Designer Module and the data entry modules.
Fonts	Contains the possible additional fonts to be used in the templates or the posters. Fonts can be used in Designer Module and the data entry modules.
Formula	Contains the formula files used in the chart. Formulas can be used in Designer Module.
Images	Contains the images to be used in the templates or the posters. Images can be used in Designer Module and the data entry modules.

Folder	Description
Messages	Contains the possible messages to be exchanged between the creator of the templates (or chart), the creator of the posters and the print operator. Messages can be viewed in the data entry modules and the Print Manager module.
Posters	Contains the posters created from the templates of the chart. Posters are used in the data entry modules and the Print Manager module.
Templates	Contains the templates created for the chart. Templates are used in Designer Module and the data entry modules.

Import a chart

Introduction

The elements of a chart are always exchanged via a .ZIP file.
A chart can be imported from a .ZIP file, located on your workstation, for use in Designer Module.

Purpose

Along with the installation files, Océ proposes you a Demo chart.
Import the Demo chart to learn how to use the Designer Module.

When to do

- At first start of Designer Module.
- When you create a new environment.

Note:
Make sure you work within the correct Designer Module environment (check it in the title bar of the module).

Import a chart from a .ZIP file

1. From the 'Tools' menu, select 'Chart tools' - 'Import chart from zip file...'
2. Browse to the location where you store the .ZIP folder that contains the chart.
3. Click 'Open'.
   A pop-up window informs you about the result of this action.

Result

Once a chart is imported in Designer Module, it is ready for use in the Posterizer Pro modules.

The chart folder on your workstation is merged with the chart you imported.
In this case, if an element already exists in the chart, it is replaced by the one contained in the .ZIP file you imported.

Test the FTP connection

Purpose

You can test the FTP connection to the FTP server.

1. From the ' FTP ' menu, select 'Graphical chart' - 'Chart FTP settings...'
2. Click 'Test connection'.
   Pop-up windows inform you about the result of this action.
3. If the connection is successful, you can push information to the FTP server.
   Else, contact your local system administrator.

Configure the local printer

Configure the printer

Purpose

You must configure a printer in order to be able to print a template.
The printer you can configure is one of the printers that are installed on your workstation.

Before you begin

- Make sure the printer you need is installed and active on your workstation (Printers and Faxes window).

Note:
Correctly configure the printer. Else, an error message will pop-up when the user tries to print a template.

Configure a printer

1. From the 'File' menu, select 'Printer configuration'.
   The 'Select printer' window opens.
2. From the drop down list ('Printer' tab), select the printer you want to use with the Designer Module.
3. Click to access to the printer's properties.
   The printer driver opens. You can configure the default printer's properties.
   Click 'OK' to validate.
4. From the 'Print options' tab of the 'Select printer' window, configure the options of your printed content.
5. Define the basic 'Print options':
   - 'Automatic rotation and scale'
   - 'Center in page'

   Tick the checkbox to allow this positioning of the template on the media at print time.
6. Click 'Advanced' to define more advanced 'Print options':
   - the size of the print margins.
   - the appearance of the crop marks (if crop marks are to be inserted).
   - the behavior of the double sided option.
   - the color of the paper on which you print.
   - ink saving option.

7. Click 'OK' to validate and exit the window.

Define the 'Advanced' print options

1. From the 'Advanced' window ('File' - 'Printer configuration' - 'Print options' tab), select an option.
2. Define the behavior for the selected option.

Option	Description
'Print margins'	Enter a value to add white space around the template. At print time, a margin is preserved between the template border and the edges of the media on which you print. You can also define a value to separate the templates printed on a same media.
'Crop marks'	Define the appearance of the crop marks you insert at print time. This definition is transmitted to the others Posterizer Pro modules.
'Double sided'	Indicate where you want to apply the double sided attribute. ■ 'Software': you will have to perform a manual action on the posters once printed in order to get double sided posters. ■ 'Printer': the printer has double sided capacity and will automatically print double sided posters.
'Paper color'	If needed, indicate the color of the paper on which you print the posters.
'Ink reduction (%)'	Define a percentage to reduce the use of black and color ink. This is particularly useful if you use a printer that does not offer several modes of print quality.
'Special'	Tick the checkbox if you want to print your templates on a same roll of media.

3. Click 'OK' to validate.

Configure the Designer Module preferences settings

Configure the design panel

Purpose

From the 'Configuration' menu, select 'Customize...'.
You can configure your design panel.

We advise you to define your preferences for the design panel. Once done, you do not have to configure them everytime you use the Designer Module.

Define the 'Grid settings'

1. From the 'Configuration' - 'Customize...' menu, select 'Grid settings'.
2. Define the appearance of the grid.
   The grid helps you position the objects on a template.
3. Click 'OK' to validate.

Note:
You can also activate the grid from the 'View' top menu.

Define the 'Rulers settings'

1. From the 'Configuration' - 'Customize...' menu, select 'Rulers settings'.
2. Define the color of the rulers.
   They are located on the left hand-side and at the top of your template in the design panel.
3. Click 'OK' to validate.

Note:
You activate the rulers from the 'View' menu.

Define the 'Font settings'

1. From the 'Configuration' - 'Customize...' menu, select 'Font settings'.

2. Define the 'Font' and 'Charsets' settings.
   - 'Fonts': list of the fonts you can use for the content of your template (e.g.: text objects can use Arial fonts)
   - 'Charsets': set of characters that is enabled on your operating system (e.g.: Arial fonts can use Cyrillic characters)
3. If you want to restrict the set of fonts or charsets that will be available within Designer Module:
   - Click 'Add' to create your own restricted list of fonts. You filter the fonts of your operating system in order to propose only a subset of fonts for use in Designer Module.
   - Click 'Delete' to remove a selected font.
   - Click 'Clear all' to reset the list.
4. Click 'OK' to validate.

Define the units of the Designer Module

Purpose

Define the units to use within the Designer Module.

Units are used in the design panel (rulers and coordinates). They are also used to define the properties of each object.

Define the 'Units'

1. From the 'Configuration' - 'Customize...' menu, select 'Units'.
2. Indicate which unit you want to use.
3. If you want the font size to be expressed in points, tick the associated check box. Else, the font size will be expressed in the unit you selected.
4. Click 'OK' to validate.

Define the language of the user interface

Purpose

You can change the language of the user interface without re-installing the whole application.

Define or change the 'Language'

1. From the 'Configuration' - 'Customize...' menu, select 'Language'.
2. Define the language to use for the user interface.
3. Click 'OK' to validate.
   Click 'Default' to define the selected language as the default one everytime you start Designer Module.

Configure the default settings of the objects

Introduction

To configure the default values for each object, select 'Object default settings' from the 'Objects' top menu.
You can configure several sets of defaults for each object type. Then, you select the default set to be active, per object type, per template.

Purpose

Once configured, these settings are used by default, in every environment, when you insert an object.

Note:
Once an object is inserted into a template, you can always change its settings from the 'Object properties' area.

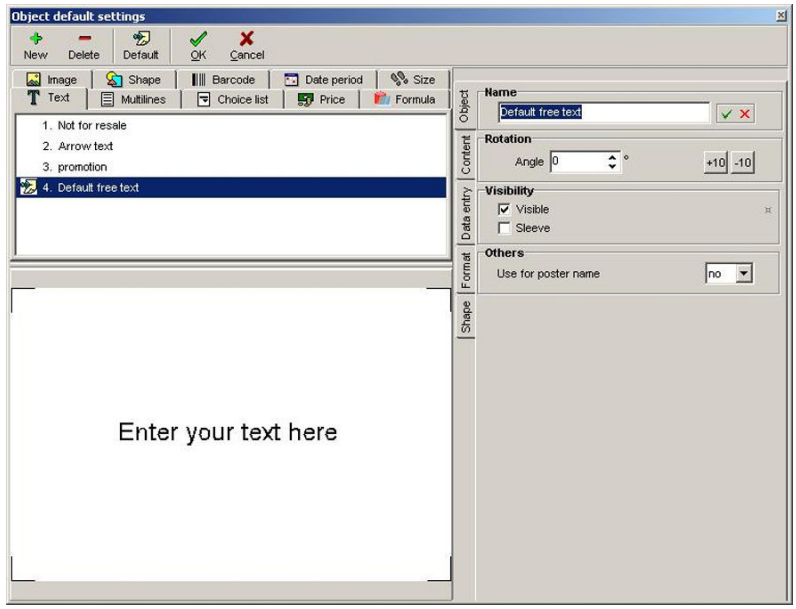
Configure the default settings of an object

1. From the left hand-side tabs of the 'Object default settings' window, select the object type you want to configure.
2. Click 'New'.
   An 'Object properties' area opens (tab view).
3. From the 'Object properties' - 'Object' tab, enter a name for the set of default settings you define.
   Validate with the green check-mark icon.

Note:
The name of the set of defaults is for your personal use. Give an explicit name. It is the only object property that is not set as default.

4. Define the other properties you need for this object.

5. If you want to define this set as the default one, click the 'Default' icon (located at the top of the window).



Define the Administrator password

Introduction

Océ provides you with a default Administrator password. You can change it.

Before you begin

Make sure you are logged in as Administrator.

Note:
Only the Administrator of the Designer Module can change the Administrator password.

1. From the 'Configuration' menu, select 'Change administrator password'.
2. Enter the new password in the first field.
3. Confirm this new password in the second field.
4. Click 'OK' to validate.

Chapter 5
Basic operations to create and upload your first template

Create your first template

Introduction

You can easily create a first template for use in the other Posterizer Pro modules.

Purpose

Use the Demo chart provided by default in Posterizer Pro.
Create your first template from the templates of the Demo chart.

When to do

After the installation of Posterizer Pro.
After the import of the Demo chart into Designer Module.

Note:
Several templates are available from the Demo chart. They are stored in the sub-folders of the 'Templates' folder.

Open a template stored in a chart

1. From the 'File' menu, select 'Open'.
   The 'Open template' window opens.
2. From the tree structure on the left-hand side, navigate to the folder where the template is stored.
   Thumbnails of the templates appear for the selected folder.
3. Select a template.
4. Click 'Open'.

Result

The template opens in the design panel of the Designer Module.

Insert an object

1. From the 'Objects palette', or from the 'Object' menu, select an object.
   The form of your cursor changes in the design panel.
2. On the template indicate, with this cursor, the location you want for the selected object.

The object is inserted in the template.
A frame surrounds it.

Note:
When the object is selected, the 'Object properties' panel is automatically populated. It contains the properties of the selected object.

Define the properties of an object

1. Select an object.
2. From the 'Object properties' panel, edit the properties of the selected object.
   Define an explicit name for the object.
3. You can also define:
   - its format,
   - its content,
   - its appearance in the data entry module,
   - a possible link to a database.
4. Define the properties of all the objects of the template.

Prepare your first template for use in the data entry module

Introduction

You can easily create a first template for use in the other Posterizer Pro modules.

Purpose

Save the template for use in the data entry module.

When to do

After the creation of a template.

Save your template

1. Access to the 'Save template' window.
2. From the 'Save template' window, enter a name for your template in the 'File name' field.

Note:
If you created a template from the default templates proposed in the Demo chart, make sure you do not erase that default template.

3. Verify, from the tree structure, that the storage folder is correct.
   Change it if needed.
4. Click 'Save'.

Upload a chart to FTP

1. From the ' FTP ' menu, select 'Chart' - 'Upload chart to FTP folder...'.
2. Click 'Yes' to confirm.
   The chart is uploaded to the FTP server.
   A pop-up message gives you the status of the upload.

Result

When you upload a chart to the FTP server, the chart content (including the newly created templates) becomes available for the user of the data entry module.

Preview a template in Data Entry

1. From the 'Objects palette', click .
   Or, from the 'File' menu, select 'Execute Posterizer Data Entry'.
   The Data Entry module opens.
2. Preview the template in the design panel.
3. You can change the content of the objects, if allowed.

Result

When you preview a template in the Data Entry module, you get the same view as the user of the data entry module.
You can also use the Data Entry module to create posters.

Chapter 6
Advanced settings to create templates

What is a template

Introduction

To access a template, select 'Open' from the 'File' menu.

Definition

A template has its own properties.
A template is composed of a collection of objects.
From the Designer Module, you can edit a template, whatever its properties are.

Note:
You can only open one template at a time.

Template properties

The template is the basis for the creation of posters.
According to what you define and allow in a template, the creator of a poster has more or less flexibility when creating the posters
- from the Data Entry Module,
- from the Client module.

To know more, see: *'Define the properties of a template'* on page 62.

Template objects

You can insert any of those objects in a template:

- 'Text'
- 'Image'
- 'Price'
- 'Barcode'
- 'Formula'
- 'Shape'

To know more, see: *'Insert and manipulate an object in a template'* on page 67

Create or open a template

Template creation: overview

Introduction

The creation of a template contains several steps. Here below is an overview of the template creation.
Procedures are further detailed in the next sections.

Purpose

A template is part of a chart.

A template allows you to design and define the basis for the creation of multiple posters.

Create a new template

Step	Action	Detailed procedure
1	Define the size and properties of the template.	*'Define the size of the template'* on page 60
2	Define the content of the template.	*'Insert and manipulate an object in a template'* on page 67
3	Connect the template to a database, if needed. *Note:* You must have the Automation option to do so.	*'Connect to a database'* on page 152
4	Preview the template.	*'Preview the template in Data Entry'* on page 130
5	Save the template to the chart.	*'Save a template'* on page 144
6	You can now publish the chart in order to make the template available to the user of the data entry module.	*'Upload a chart to FTP'* on page 145

Result

From a template created in the Designer Module, you can create several posters in the data entry module.

Create a template

Purpose

This section describes you how to quickly create a template.
Find all the detailed procedures in the next sections.

Quickly create a template

1.

If	Then
you open the Designer Module	Select an environment. Click 'OK'.
you are in the Designer Module	From the 'File' menu, select 'New'.

2. Select 'Create a new template...'.
3. Select a standard page size for your template.

Note:
You can change the template size later on. From the 'File' menu, select 'Resize page'.

Click 'OK'.

4. Accept the default values for the 'Template properties' (basic and advanced).

Note:
You can change the values of the 'Template properties' later on, from the 'Template' menu.

Click 'OK'.

5. From the 'File' menu, select 'Save'.
The 'Save template' window opens.
6. Verify that the selected storage folder is the one you want.
Enter a name for your template in the 'File name' field.
7. Click 'Save'.

Result

You can now define the properties of your template and insert content.

Go to the 'File' menu - 'Template information' to get a summary of the characteristics of your template.

Open an existing template

Introduction

Templates are stored into a chart. You must be able to retrieve them for use.

Posterizer Pro offers you some predefined templates. You can edit them as a start for using the Designer Module.
You can also open a template that you created, or the very last one you edited.

This section describes you how to do.

Before you begin

Open the Designer Module with the environment you need to work in.

Note:
You can navigate from one environment to another.
To do so, save and close the template you work on. Then, from the 'File' menu, select'Change environment...'. Select the environment you need. Click 'OK' to open it.

Open a template stored in a chart

1. From the 'File' menu, select 'Open'.
   The 'Open template' window opens.
2. From the tree structure on the left-hand side, navigate to the folder where the template is stored.
   Thumbnails of the templates appear for the selected folder.
3. Select a template.
4. Click 'Open'.

Open the last template you edited

Step	You are already working in the Designer Module	You are not yet working with the Designer Module
1	From the 'View' menu, select 'Start screen'. Make a check mark in front of this setting.	Open the Designer Module.
2	Save your current template.	Select the environment.

Step	You are already working in the Designer Module	You are not yet working with the Designer Module
3	A welcome screen pops-up.	
4	Click 'Open the last modified template'.	

Result

You can now define the properties of your template and insert content.

Go to the 'File' menu - 'Template information' to get a summary of the characteristics of your template.

Define the template properties

Define the size of the template

Purpose

The size of the template defines the size of the posters your customers can create.

Resize the template when you want:

- to change the initial properties of your template.
- to create associated templates.

Size or resize a template

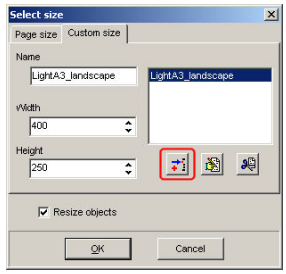
1. From the 'File' menu, select 'Resize page'.
   The 'Select size' window opens.
2. Define the size of the template.

Define the size of the template

If	Then
you use a standard page size	select the page size from the proposed values in the drop down list. Information about the exact dimensions appears in the 'Width' and 'Length' fields.
you use a custom page size	select the value 'Custom paper size' from the drop down list. You can change the'Width' and 'Length' values. If you often use this custom page size, save it into the Designer Module. To do so: ■ Go to the 'Custom size' tab. ■ Enter a name for this page size. ■ Verify the 'Width' and the 'Length'. ■ Click the 'Add' icon.

3. Tick the box 'Resize objects' to keep the ratio between the inserted objects and the template.

4. Click 'OK' to confirm.



Modify the size of a 'Custom paper size'

1. From the 'File' menu, select 'Resize page'.
2. Go to the 'Custom size' tab.
3. Select the paper size you want to modify.
4. Change the'Width' and 'Length' values.
5. Click the 'Modify' icon.
6. Click 'OK' to confirm.

Define the properties of a template

Purpose

Define the properties of the template. Those properties impact the way to use the template in the others Posterizer Pro modules.

When to do

Make sure you defined the template properties before you make it available to the users of the data entry module.

Define the basic properties

1. From the 'Template' menu, select 'Properties...'.
   The 'Template properties' window opens.
2. Define the specific properties that impact the design of the template.

Value	Description
'Crop marks'	Add crop marks to your template. At print time, those crop marks will be printed. *Note:* The crop marks aspect is defined during the printer configuration.
'Print sleeve'	Indicate that you use a sleeve to display your template. At print time, the sleeve can be printed on top of your template.
'Double sided'	Indicate that you want your template to be double sided. At print time, both sides of your template can be printed on a same sheet (same face or both sides of the page, according to your printer capability).

3. Indicate the 'Background color' of the template.

Note:
It may conflict with the paper color on which the template will be printed.

4. Define the 'Allowed changes':

If	Then
you allow a change: ■ 'Allow double sided change' ■ 'Allow background color change'	Tick the associated check-box.
you want to prevent a specific change	Un-tick the check-box.

5. Click 'OK' to confirm.

Result

You can also define advanced properties in order to control the use of the template in the other Posterizer Pro modules.

Define the advanced properties of a template

Purpose

Define the advanced properties of a template to add controls in the others Posterizer Pro modules.

Define the advanced properties

1. From the 'Template' menu, select 'Advanced properties...'.
   The 'Template properties' window opens.
2. Define the advanced properties that impact the use of the template in the other Posterizer Pro modules.
3. If you want to define a 'Validity period', define a start date and an end date.
   The validity period defines the period when the users of the data entry module can create posters from the template.

Note:
Out of the specified period, the template cannot be used for poster creation.

4. In the 'Keywords' field, enter some keywords to define your template.
   This is a free text field.
   The keywords are used in the others Posterizer Pro modules.

Note:
Keywords are used as filters in the Print Manager module.
For instance, they can allow to print batches of posters or to dispatch the posters.

5. Click 'OK' to confirm.

Define the fonts for a template

Purpose

The fonts you define for a template become a property of the template. You define a subset of fonts that can be used to create posters from this current template.
The user of the data entry module can only select a font from this subset to create the posters.

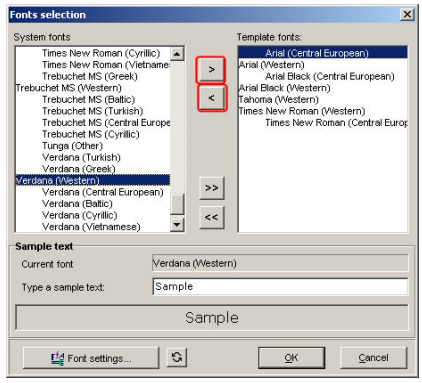
Note:
Only define a list of fonts if the users of the data entry module are allowed to change the fonts when they create posters.

Define the template fonts

1. From the 'Template' menu, select 'Fonts'.
   The 'Fonts selection' window opens.
2. From the 'System fonts', select the fonts you want to add to the 'Template fonts:' list.
   The 'Sample text' area displays a preview of the selected font.
3. Add (>) or remove (<) fonts from each list.

Note:
Maintain the <Ctrl> key for a multiple selection.

4. Click 'OK' to confirm.



Customize the 'Fonts selection'

1. From the 'Fonts selection' window, click 'Font settings'.

The 'Font settings' window opens.

2. From this window, you can customize the default settings for the fonts and the characters. The customization applies to the chart you are using.

Area	Description
'Fonts'	■ The default value displays all the fonts supported by your operating system. ■ You can decide to show only a set of fonts: tick 'Show only selected fonts'. Then, click 'Add' to select the fonts you want to display. This way, you restrict the list of fonts that can be used for the creation of the templates within a chart.
'Charsets'	■ The default value displays all the sets of characters supported by your operating system. ■ You can decide to show only the set of characters you use: tick 'Show only current character set'

Create the content of a template

Insert objects and define the objects properties

Insert and manipulate an object in a template

Purpose

You insert objects in a template in order to add content to the template you create.

You can insert objects either:

- from the 'Objects palette', or
- from the 'Object' menu.

Before you begin

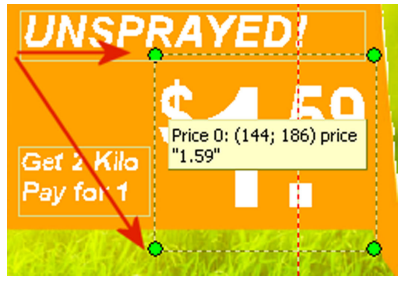
Open a template in the design panel.

Insert an object

1. From the 'Objects palette', or from the 'Object' menu, select an object.
   The form of your cursor changes in the design panel.
2. On the template indicate, with this cursor, the location you want for the selected object.
   The object is inserted in the template.
   A frame surrounds it.

Note:
When the object is selected, the 'Object properties' panel is automatically populated. It contains the properties of the selected object.

Manipulate an object

Step	Description	Possible action
1	After an object insertion, the frame around the object is dotted, with yellow square marks. 	As long as the frame is dotted and displays yellow squares, you can move the object on the template. You can also resize it. ■ Maintain a click within the frame to move the object. ■ Mouse-over a square and maintain a click to resize the object.
2	Click again within the frame with the yellow squares. The frame remains dotted, but the squares are replaced by green circles. 	When the green circles are displayed on the dotted frame, this means you can rotate the object. The form of your cursor changes again. ■ Mouse-over a circle and maintain a click to rotate the object.
3	When you click outside of the frame, it becomes a full line.	When the frame around the object is a full line, this means the object is not selected anymore. The 'Object properties' panel is emptied. ■ Click within the frame to select the object again.

Define the properties of an object

Purpose

To display the 'Object properties' panel, select 'Object properties' from the 'View' menu. Then, select an object.

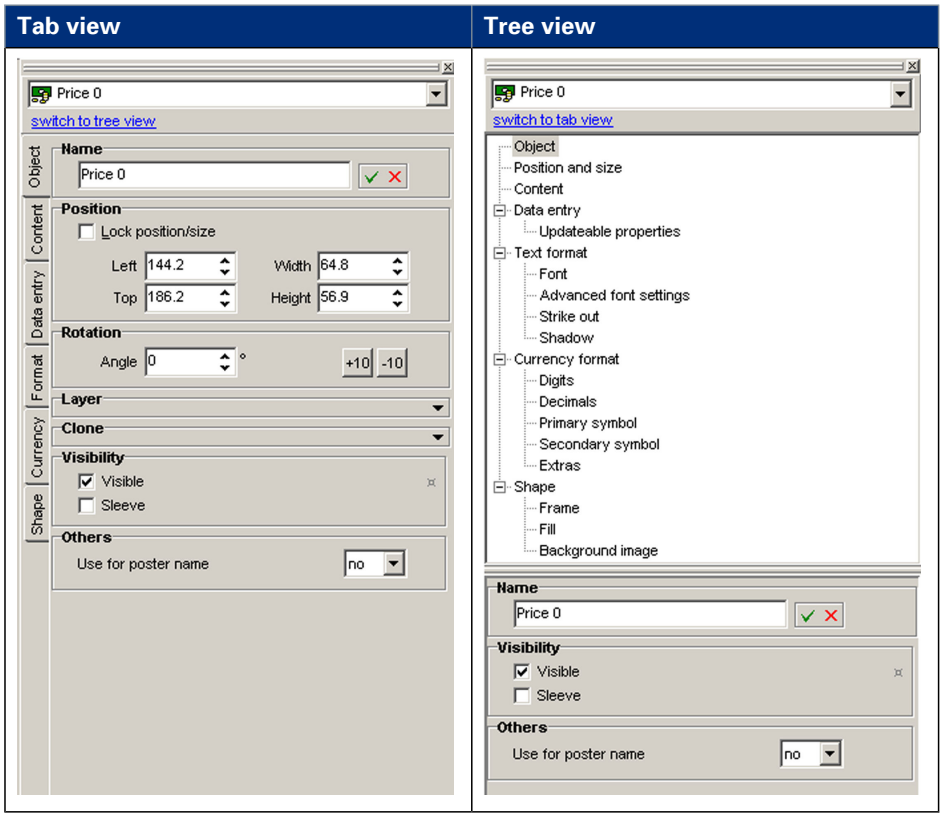
Always define the properties of an object in order to:

- fill the object with possible content.
- define how the object is displayed in the template.
- define the object's behavior in the others Posterizer Pro modules.

Note:
This section only details the most important identified object properties. They impact the behavior of the objects within the Designer Module and throughout the other Posterizer Pro modules.

'Object properties' display

Note:
In the following procedures, we use the **tab view** to display the 'Object properties' panel.



Note:
The available properties depend on each object.

Define the 'Object' main properties

1. From the 'Object properties' panel, go to the 'Object' tab.
2. From the 'Name' section, give a name to the object.
   Click ✓ to confirm.

Note:
The software gives a default name to each object. Replace it with a meaningful name.

3. From the 'Position' section, indicate the position of the object.
   Indicate also if the position and size are locked.

Note:
This information is replicated in the data entry module.
If you lock the position and size of an object, it is also locked in all the posters created from this template.

4. From the 'Visibility' section, indicate the way to display the object in the template.

Note:
This information is replicated in the other Posterizer Pro modules.

'Object' properties

Properties	Description
'Visible'	■ If yes, the object is part of the template and is displayed. It will always be visible and it can be printed. ■ If not, the object is grayed out and appears only as a help to draw the template. It is also useful to store the information that is used by other objects of the template. It will be hidden in the posters and will never be printed.
part of a 'Sleeve'	■ If yes, the object will be identified as a sleeve object. A sleeve is intended to remain hidden at print time. It is used to draw the template. It allows a more realistic preview during the design. This behavior is defined in the properties of the template. ■ If no, the object is part of the template design. It will always be printed.

5. From the 'Others' section, indicate if the content of that object must be used to define the poster name.
You can use up to 4 objects, per template, in order to create a poster name. Their value is concatenated to form the poster name.
The value you define for this setting (between 1 and 4) determines the order in which the objects value are concatenated.

Define the 'Content'

1. From the 'Object properties' panel, go to the 'Content' tab.
2. From the 'Content' section, define
   - the content of the object (if it is free text).
   - the maximum of characters allowed for the content of the selected object.

3. From the 'Content source' section, define the source of the content.
   The content can come from:
   - 'None'
   - 'Another object'
   - 'Macro'
   - 'Database'

Note:
See: *'Define the content source of an object'* on page 75

Define the behavior of an object in 'Data entry'

1. From the 'Object properties' panel, go to the 'Data entry' tab.
2. From the 'Data entry caption' section, you can define a caption for the selected object. When defined, this caption is used in the data entry module to designate the object (it appears in the Poster Data panel, instead of the object name given in Designer Module).
3. From the 'User input' section, indicate if the content of the selected object must be completed by the creator of the poster.

Note:
Requested information vary according to the object type that is selected.

'Data entry' properties

Properties	Description
'No user input'	The object cannot be modified in the data entry module.

Properties	Description
'User input'	The object can be completed by the creator of the posters, according to the value you define. (The availability of those values depends on the object type that is selected.) ■ 'Required': the user of the data entry module must complete the content of the object. ■ 'Forbidden': the user of the data entry module is not allowed to enter any content for the object. The field must be cleared before the poster can be printed. ■ 'Numeric': the user of the data entry module must enter a numeric content (e.g.: numbers). ■ 'Data validation': the user of the data entry module must respect the conditions you defined when he enters content for the object. ■ 'Allow free text': the user of the data entry module can enter free content for objects which normally have a fixed content (e.g.: select another formula, change the content of a 'Text pick list'). ■ 'Data entry only as free text': the user of the data entry module can modify the text of the formula. *Note:* If nothing is checked, the user of the data entry module can edit the content of the object, even if does not have to.

4. From the 'Updateable properties' tab, you can indicate the modifications you allow to the user of the data entry module.
   Tick a checkbox to define a property you allow to be updated.

Define the design and layout format

1. From the 'Object properties' panel, go to the 'Format' tab.
2. The 'Format' tab is composed of several tabs.
   The number of sub-tabs depends on the selected object.

'Format' properties

Tab	Description
'Font'	Define the text appearance.

Tab	Description
'Advanced'	Define advanced parameters that apply to the fonts of a text. For instance, 'Character spacing'.
'Word wrap'	Indicate here if you want to apply this attribute to the object. You can then specify how it applies.
'Strike out'	
'Shadow'	
'Direction'	Define the text direction.
'Case'	Define the case to use for the texts.

Define the 'Shape'

1. From the 'Object properties' panel, go to the 'Shape' tab.
2. The 'Shape' tab is composed of several tabs.
   The number of sub-tabs depends on the selected object.

'Shape' properties

Tab	Description
'Frame'	Define a possible shape to add a frame around or over the selected object. You can define also the color and style of that frame.
'Fill'	Define the parameters to fill in the shape.
'Background image'	Indicate here if you to add a background image behind the text of the selected object. You can then define how it applies.

Define the content source of an object

Purpose

You must define the content source of an object. This information will be passed to the other Posterizer Pro modules.
The 'Content source' attribute also defines the way the content of the object can possibly be modified by the user of the data entry module.

Define the content source

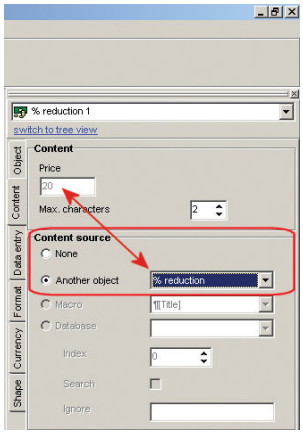
1. Select an object.
2. In the'Object properties' panel, open the 'Content' tab.
3. In the 'Content source' section, select the source of the content you want to use to fill the object.

'Content' properties

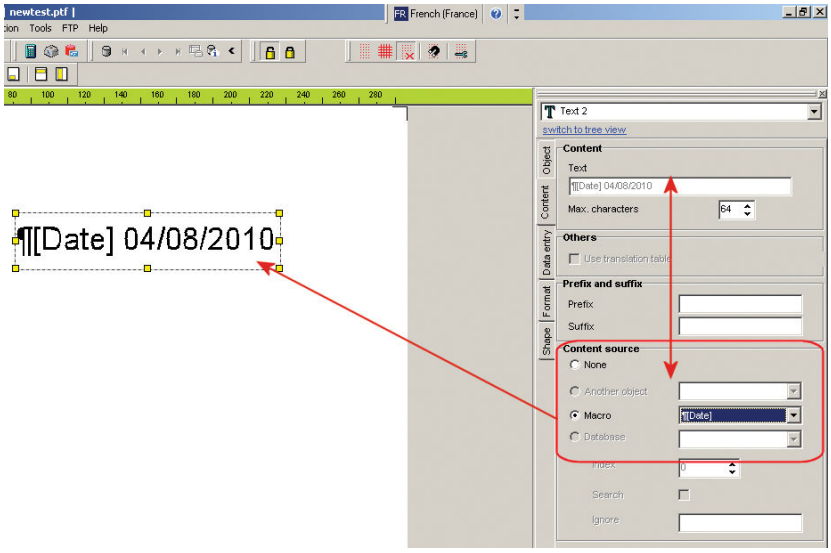
Properties	Description
'None'	Default value. You can enter free content (for instance: text, numbers). This free content can be edited by the user of the data entry module. *Note:* The free content depends on the type of object you selected.
'Another object'	The content of the selected object is copied from the content of another object. Define which object is the source. *Note:* This enhances the importance of giving a meaningful name to your objects.
'Macro'	The 'Macro' content depends on a variable of the current chart. From the drop-down list, indicate which element (of the template or of the chart) must be used to define the content. The 'Macro' variable is interpreted when a poster is generated from this template.

Properties	Description
'Database'	The content of the selected object depends on the content of the database field linked to the object. *Note:* You must previously link a database to your template.

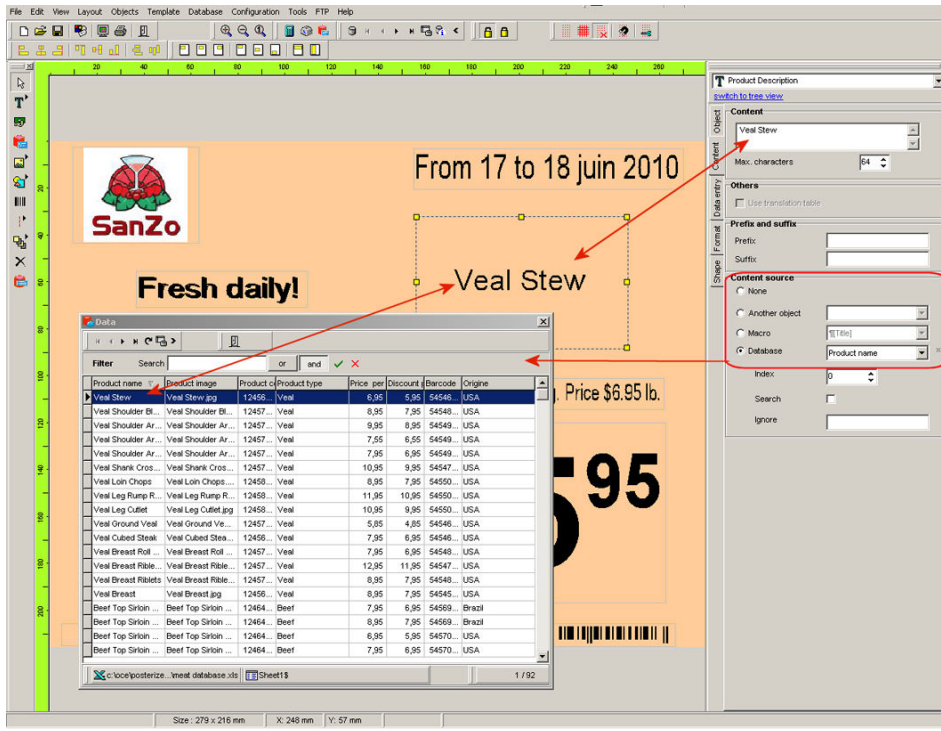
Result



[16] 'Content source': 'Another object'



[17] 'Content source': 'Macro'



[18] 'Content source': 'Database'

Use the 'Text' object

Purpose

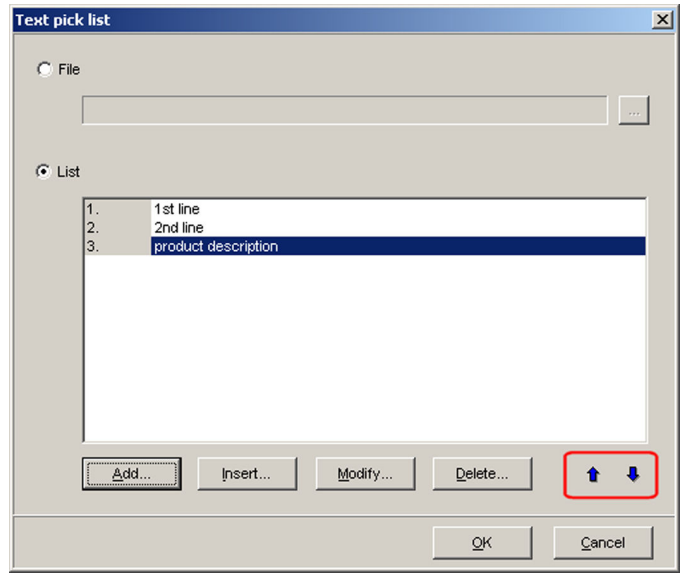
A 'Text' object can have several formats. This section describes you these possible formats.

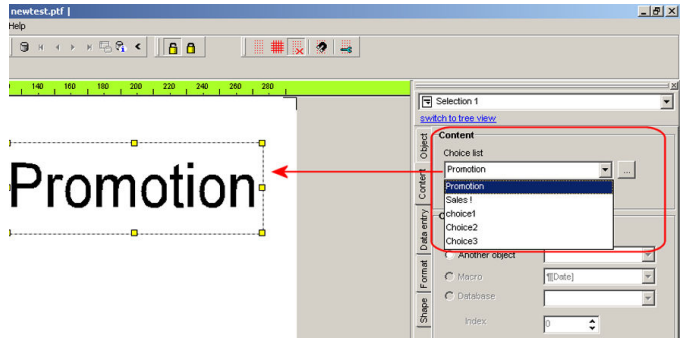
Add content to the 'Text' object

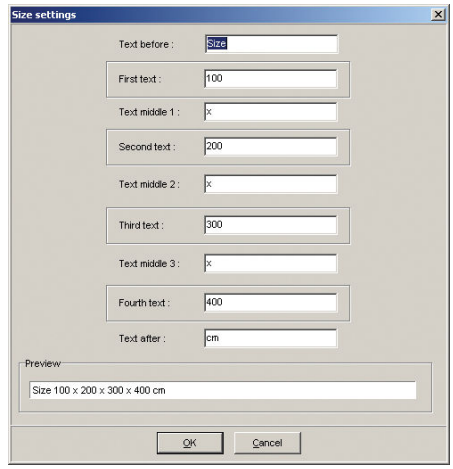
1. Select the 'Text' object you want to insert.
   (if needed, see: *'Insert and manipulate an object in a template'* on page 67)
2. Position it on your template.
3. From the 'Object properties' panel, go to the 'Content' tab.
4. Define the content of the text object.

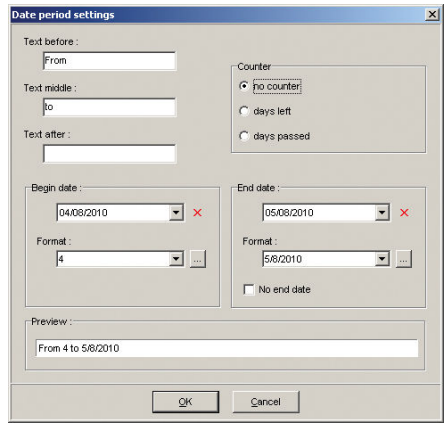
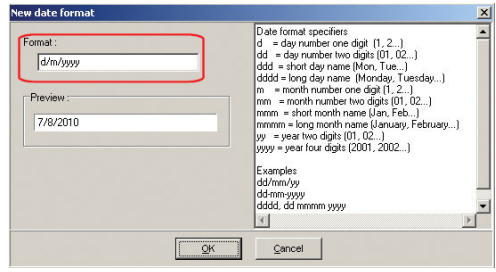
Note:
According to the format of your text object, you may use different methods to insert your content.

Text format	Description
'Simple text'	The 'Simple text' object represents a single line of text. If the 'Content source' is 'None', you can enter free text in the 'Text' field. The users of the data entry module can modify this content, only if allowed. Else, the content of your 'Text' object must comply with the source you defined (see: *'Define the content source of an object'* on page 75).

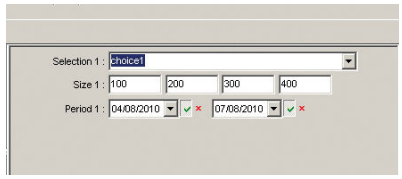
Text format	Description
'Multilines'	The whole content of this 'Text' object must come from the same source. If the 'Content source' is 'None', you can insert content from a free list or from a file. From the 'Content' section, click ... . The 'Text pick list' window opens.  [19] 'Text pick list' ■ First, click 'Modify' to change the default content of the first line. ■ Then, click 'Add' to add a line and new content. Click 'OK' to validate. ■ Use ⬆ and ⬇ to organize the lines order. ■ Click 'OK' to validate the 'Multilines' content.

Text format	Description
'Choice list'	The 'Choice list' enables you to predefine multiple text content. But you can only display one line of content at once. Insert content the same way you do with the 'Multilines' object. Then, from the 'Content' section, you can select the text to display.  [20] Example of a 'Choice list' For instance, create only one template for 'sales' and 'promotion'. In the 'Choice list', enter these 2 words. As a result, the user of the data entry module can select the word to be displayed on the poster. This way, the customer can create a 'sales' poster or a 'promotion' poster from a same template.

Text format	Description
'Size'	The 'Size' object enables you to mention a size on a template. For instance, this can allow to give specific information about the size of a product. When you select this object, a 'Size settings' window opens.  [21] 'Size settings' ■ You can define up to 4 values for the size to be expressed. ■ You can define also a text before and after the size values. ■ The 'Preview' section shows the expected result. ■ Click 'OK' to validate and insert the object.

Text format	Description
'Date period'	The 'Date period' object enables you to mention a date range on your template. For instance, this can allow the user of the data entry module to define the dates of a promotion. When you select this object, a 'Date period settings' window opens.  [22] 'Date period settings' ■ Define the dates. ■ You can also define a text before and after the dates, and a new date format. ■ The 'Preview' section shows the expected result. ■ Click 'OK' to validate and insert the object.  [23] Define a new date format

(if needed, see: *'Define the content source of an object'* on page 75)



[24] Result in the data entry module ('Choice list', 'Size' and 'Date period')

Give a name to the 'Text' object

Note:
Give a meaningful name to your objects in order to be able to make later references to them. For instance:
- in the Designer Module, you can refer to an object in order to define the content of another object.
- in the data entry module, you can also refer to a specific object. The name of the object is transferred through all the Posterizer Pro modules.

1. From the 'Object properties' panel, go to the 'Object' tab.
2. In the 'Name' field, give a name to your object.
   The text you enter is red.
3. Click ✓ to validate.
   Click ✗ to reset the default name.
   When registered, the text is black again.

Result

You can now define the other properties that apply to your object.
See: *'Define the properties of an object'* on page 69.

Use the 'Image' object

Purpose

You can insert a fixed 'Image' object in the template.
You can also allow the user of the data entry module to select an image when creating a poster.

Select the 'Image' object

1. From the 'Objects' menu, or from the 'Objects palette', select 'Image'.
2. Select the type of image you need:

Image type	Description
'Empty image block'	Insert an empty block where the user of the data entry module can add an image.
'Image'	Insert an image from the chart or from your workstation.
'Folder images…'	Insert an image from a folder of the chart, and gives you the possibility to allow the user of the data entry module to select another image from that folder.
'Image list...'	Insert an image from a folder of the chart or from your workstation, and gives you the possibility to define a list of images that can be used by the user of the data entry module if you allow them to do so.

Create a list of images

1. Insert an 'Image list...' object.
2. Click
   - to add an image to the list of images.
   - if you want to add several images from the same folder to the list of images.

Note:
Maintain the <Ctrl> key to make a multiple selection.

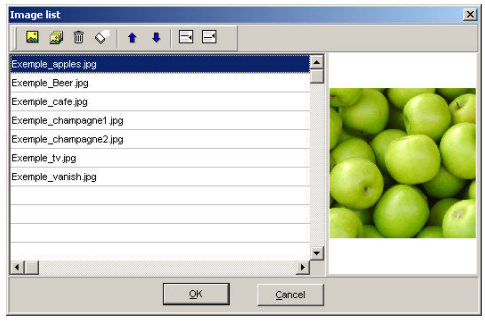
3. Select an image from the chart.

Note:
If you add only one image, you can click 'Browse' to search an image from your workstation.

4. Click 'Open' to add the selected image(s) to the list of images.

Note:
Once you open an image (wherever it comes from), it becomes part of the 'Images' folder of the current chart.

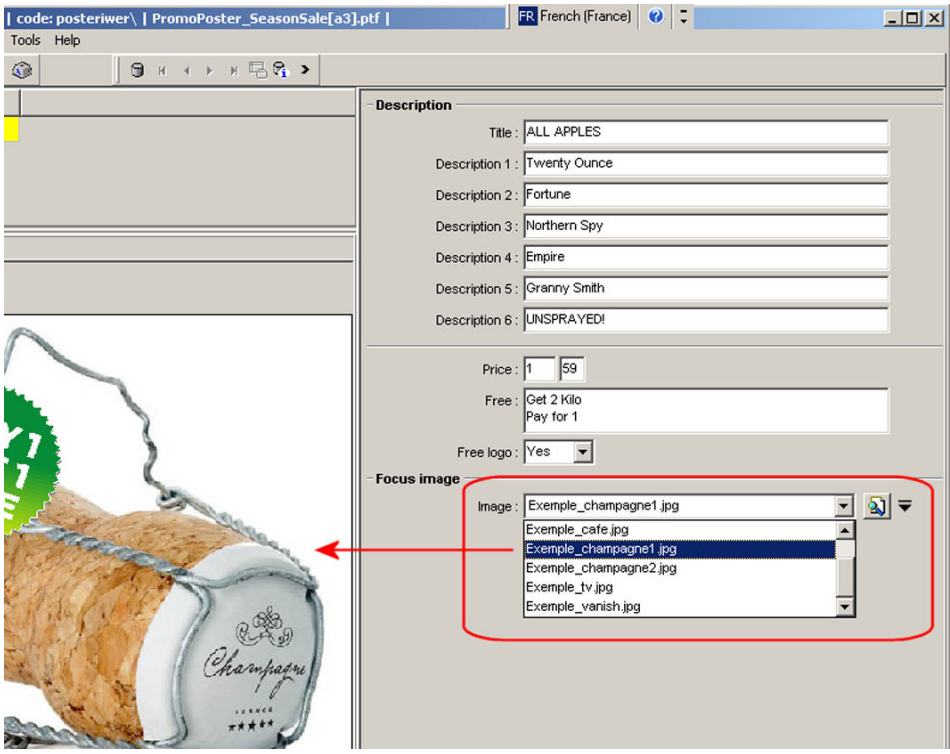
5. Organize the list the way you want it to appear in the data entry module.



[25] Image list created in Designer

6. Click 'OK' to validate the list.

The user of the data entry module can replace the default image by another one of the list.



[26] Image list proposed in the data entry module

Define the properties of the 'Image' object

1. Define the basic properties of the 'Image' object.
   See: *'Define the properties of an object'* on page 69
2. The 'Content' section of the 'Object properties' panel allows you to customize the selection of images in the data entry module.

Element	Description
'Source'	Define or change the source of the 'Image' object. ■ Tick the 'Updateable' checkbox to allow the user of the data entry module to get the latest updates of the image list. ■ Tick the 'Add an empty image' checkbox to add an empty line in the image list.

Element	Description
'Selection list'	Define the appearance of the list of images in the data entry module.

Use the 'Shape' object

Purpose

The 'Shape' object can have several formats. Most of them are very intuitive to define. This section describes the specific properties that can be applied to a 'Shape' object.

Define the properties of a 'Shape' object

1. Define the basic properties of the 'Shape' object.
   See: *'Define the properties of an object'* on page 69

Define the appearance of the 'Shape'

1. From the 'Object properties' panel, go to the 'Shape' section.
2. From the 'Frame' tab, define the appearance of the shape.
   For a table, you can also decide to hide or to show the vertical and horizontal lines.
3. From the 'Fill' tab, define the colors of the shape.
   For a table, you can also define two colors in order to display alternate rows.

Define a 'Table'

1. Insert a 'Table'-'Shape' object.
2. From the 'Object properties' panel, go to the 'Table' section.
3. Define the content of the table. The content of a table must be an object of the current template.

Section	Description
'Table properties'	Define the number of rows and columns of the table. Indicate if there is a header. *Note:* The header is whole row of one column.
'Data entry'	Rows are assigned a growing number. Indicate which row will be filled in by default in the data entry module. Indicate also the maximum number of rows that is accepted for the creation of posters.

Section	Description
'Cell properties'	Define the size of each cell. ■ Select a cell of the table. A black triangle appears in the bottom right corner of the selected cell. The location of the selected cell is also indicated at the top of the 'Cell properties' section. ■ Define the size of the cell. ■ Click if you want to apply that same size to the other cells (use or to refine the table definition). ■ From the 'Object' drop-down list, select the name of the object you want to define as content of the cell.
'Design'	Tick the checkbox if you want to lock the content of the table.

Define the 'Shape' colors

1. You can select the color(s) of the 'Shape' object from the 'Object properties' panel, in the 'Shape' section.
2. You can also define your own custom colors.
   For more information, see: *'Define custom colors'* on page 115

Use the 'Barcode' object

Purpose

There is no specific properties linked to the 'Barcode' object.
This object can be associated with a database content, or with a number.

Define the properties of the 'Barcode' object

1. Define the basic properties of the 'Barcode' object.
   See: *'Define the properties of an object'* on page 69
2. Make sure the 'Object properties' - 'Content' - 'Max. characters' value is large enough to retrieve the data of the barcode. (It is the maximum number of characters allowed for the content of this object.)

Define the style of the 'Barcode'

1. From the 'Object properties' panel, go to the 'Format' tab.
2. Open the 'Barcode' sub-section.
3. Define the type of barcode you want to use.
   Select a value from the drop-down list.
4. Tick the 'Calculate checksum' checkbox if you want to add the checksum in the barcode.
5. Tick the 'Show barcode label' checkbox to display the label of the barcode.

Note:
Use the 'Font' sub-section to define the appearance of the label.

6. Indicate if you want to:
   - display the checksum number in the label of the barcode.
   - add characters to start and to stop the label of the barcode.

Use the 'Price' object

Purpose

You can define the appearance of a 'Price' object. This section describes you how to do.

Define the properties of the 'Price' object

1. Define the basic properties of the 'Price' object.
   See: *'Define the properties of an object'* on page 69

Define the 'Currency'

1. Insert a 'Price' object.
2. From the 'Object properties' panel, go to the 'Currency' tab.
   It is composed of 5 sub-sections.
3. Define the appearance of the elements that compose a 'Price' object:

Define the 'Currency' properties

Element	Description
'Primary symbol'	Indicate if you want to display the currency symbol (for the digit value). Define the currency symbol to be displayed and the way to display it. Click to define a new currency symbol.
'Secondary symbol'	Indicate if you want to display a secondary currency symbol (for the possible decimal value). Define the currency symbol to be displayed and the way to display it.
'Digits'	Define how to display the digit values. You can edit the thousands separator and the zero display symbol.
'Decimals'	Define how to display the decimal values. You can edit the decimal symbol and the zero display symbol.

Element	Description
'Extras'	You can define negative values and conditional format. The conditional format allows you to link the 'Price' object to another 'Price' object of the template. You can, for instance, use a different display to show a price that is higher than 1$ and to show a price that lower than 1$. *Note:* Using a conditional format often implies to use invisible objects.

Use the 'Formula' object

Purpose

The 'Formula' object is different from the other objects of a template.
Its content depends on the objects of the template and on the formulas that have been defined from the Formula Editor.

First, you define its content from a dedicated window.
Then, you can define its properties in the 'Object properties' panel.

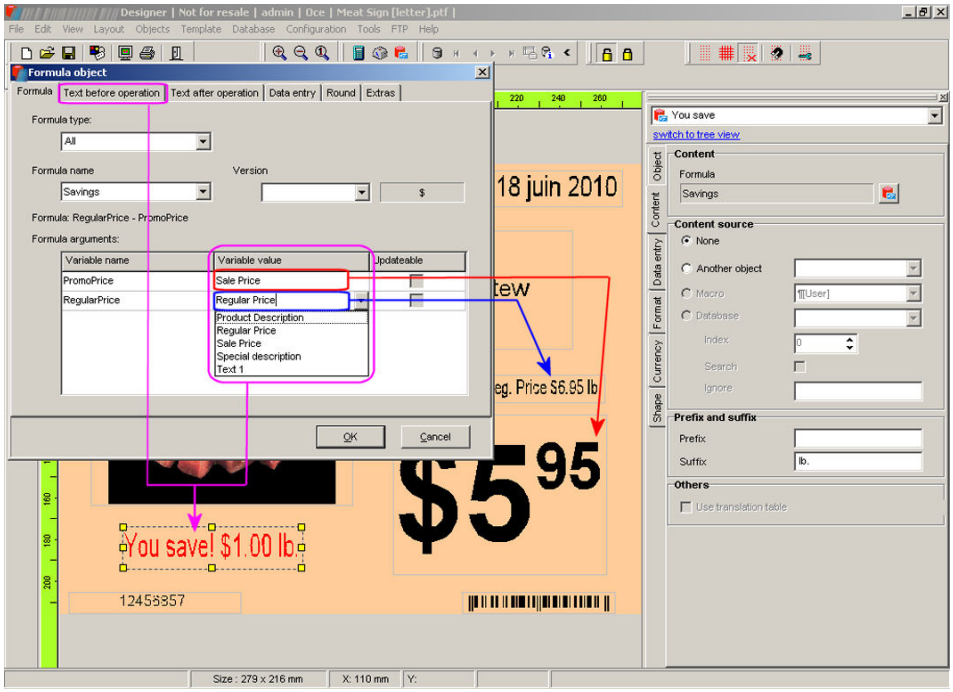
Before you begin

- Make sure the formula you need has been defined in Formula Editor.
- Make sure the variables values of the formula are available from the template (e.g.: 'Text' or 'Price' objects, link to database).
- Make sure you already saved the template with its objects.

Define the formula

1. Select the 'Formula' object to insert it in the template.
   The 'Formula object' window opens.
2. Select a formula type if you need to restrict the formula list.
3. Select the name of the formula you need.
   The units used in the formula appear in the gray frame of the same line.
4. Define the value of the variables for the formula you selected.
   The variables values appear in a drop-down list.

They correspond to the objects that are already inserted within the current template.

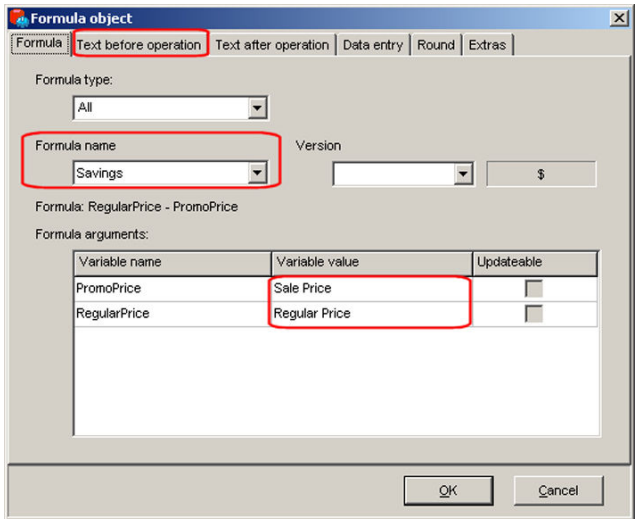


[27] Variables of the 'Formula' object

5. Tick the checkbox of each formula argument, if the variable value is updateable by the user of the data entry module.
6. Define the possible additional information about the formula.

Tab	Description	Remark
'Text before operation'	Define a text to appear at the beginning of the 'Formula' object.	*Note:* You can define a text that adapts to the result of the formula. *Note:* You can move this text to another object of the template. *Note:* If a text has been predefined in Formula Editor, it appears in the dedicated text field.
'Text after operation'	Define a text to appear at the end of the 'Formula' object. You can also define a conditional text that depends on the formula result.	
'Data entry'	Define, if needed, the way to display the formulas in the data entry module.	-
'Round method'	Define the 'Round method' to apply to the result of the formula.	-

Tab	Description	Remark
'Advanced'	You can define additional conditions and links between the formula and the objects of the template.	You can also act on the display in the data entry module.



[28] 'Formula' object defined

7. Click 'OK' to confirm.
   You can insert the 'Formula' object.

Define the properties of the 'Formula' object

1. Define the basic properties of the 'Formula' object.
   See: *'Define the properties of an object'* on page 69
2. Define the 'Currency' properties for the elements of the 'Formula' object.
   See: *'Define the Currency '* on page 91

Arrange the objects in a template

Use the tools to position an object

Purpose

Several tools help you position your objects in a template.
Those tools are:

- Rulers
  They help you know the size of the template and of its objects.
- Grid
  It helps you arrange the objects in a template.
- 'Guide'
  It helps you position and align the objects in a template.

Use the rulers

Action	Description
Display the rulers	■ From the 'View' menu, select 'Rulers'. ■ A check mark appears in front of this menu entry when the rulers are displayed in the design panel.
Define the 'Rulers settings'	You can define the appearance of the rulers. See: *'Define the Rulers settings '* on page 40 [29] Example of a ruler

Use the grid

Action	Description
Display the grid	■ From the 'View' menu, select 'Grid'. ■ A check mark appears in front of this menu entry when a grid is displayed in the design panel.
Define the 'Grid settings'	You can define the appearance of the grid. See: *'Define the Grid settings '* on page 40

Action	Description
Display the Grid toolbar	 [30] Grid toolbar ■ From the 'View' menu, select 'Toolbars' - 'Grid'. The toolbar appears in the interface. ■ From this toolbar, use the icons to: - display or hide the grid - define the grid appearance - force the objects to snap to the grid - display the 'Grid settings' window

Use the guides

1. From the 'Objects' menu, select 'Guide'.
   Or use the 'Guide' icon from the 'Objects palette'.
2. Select if you want to use a 'Vertical guide' ( ) or a 'Horizontal guide' ( ).
3. On the template, click on the location where you want to position the guide.
   The guide appears as a dotted line. You can move it as the other objects.
   The other objects will snap to the guide. This way, you can align horizontally or vertically your objects.

Note:
Guides are invisible at print time.

Group the objects

Purpose

You can group objects to ease similar manipulations on those objects.
For instance, you can:

- position the grouped objects
  To do so, you can use the 'Alignment' toolbar or the 'Layout' menu.
- resize and scale those objects
  To do so, you can:
  - use the mouse from the design panel,
  - define specific properties in the 'Object properties' panel
  - use the 'Layout' menu.
- define similar objects properties
  For instance, from the 'Object properties' panel, you can:
  - add a shape,
  - define identical rules for use in the data entry module,
  - define a similar format
  - ...

Group objects

1. Click on an object to select it.
2. Simultaneously, press the <Shift> key of your keyboard and select the other objects you want to group.
3. Open the 'Layout' menu, or right-click on a selected object.
4. Select 'Group'.
   The selected objects are grouped together. If you move one object, the others follow the same movement.

Ungroup the objects

1. Select one of the grouped objects.
2. Open the 'Layout' menu, or right-click on a grouped object.
3. Select 'Ungroup'.
   You can now manipulate each object separately.

Regroup the objects

1. Select one of the objects that were grouped together.
2. Right-click on it.
3. Select 'Regroup'.

Position the objects

Purpose

You can position the objects relatively to each other, or according to the page layout. The Designer Module offers you tools to automate the positioning of your objects on the template.
You find those tools in the 'Layout' menu and in the 'Alignment' toolbar.

This section describes how to position, resize, rotate and align the objects.

Note:
Make sure you also know how to *use the tools to position an object* on page 97.

Position objects

1. To ease the position of the objects on a template, you can:
   - insert guides from the 'Objects palette'
   - display the grid ('View' menu or toolbar)
2. From the 'Layout' menu, enable the following settings:
   - 'Snap to grid'
   - 'Snap to guides'
3. Select an object.
4. Position the object:

Position	Description
Free	Use the mouse or the keyboard arrows to move the object.
	Use the 'Object'-'Position' section of the 'Object properties' panel. Define the 'Left' and 'Top' spacing.
Relative to the template layout	Use the yellow and white icons of the 'Alignment' toolbar. [31] Alignment relative to the template [32] Alignment relative to the objects

Resize objects

1. Select the object(s) or the group of objects.
2. Select a method according to your goal and your working preferences.

Action	Description
Resize a single object	Use the mouse or the keyboard arrows to resize the object.
	Use the 'Object'-'Position' section of the 'Object properties' panel. Define the 'Width' and 'Height' of the object.
	Use the 'Layout' menu: ■ Select 'Scale...'. Define a percentage and click 'OK'.
Resize a group of objects	Use the mouse or the keyboard arrows to resize the objects.
	Use the 'Position' section of the 'Object properties' panel. Define the 'Width' and 'Height' of the objects. *Note:* This method only applies to objects of a same type. For instance, resize at once all your 'Text' objects.
	Use the 'Layout' menu: ■ Select 'Scale...'. This feature allows to resize the objects relatively to their own size. Define a percentage and click 'OK'. ■ Select ''Size'...'. This feature allows to define the size of the objects relatively to the selected objects. Select a value and click 'OK'.

Rotate objects

Note:
You can only rotate a single object.

1. Select the object.
2. To rotate an object, you can:

- Click on the object to display the frame with the green circles. Mouse-over a green circle and use the mouse to rotate the object.
- From the 'Object' - 'Rotation' section of the 'Object properties' panel, define the rotation degree ('Angle') of the object.

Align objects

1. Select the object(s) or the group of objects.
2. Display the 'Alignment' toolbar (from the 'View'-'Toolbars' menu).

Action	Description
Align a single object	Use the yellow and white icons of the 'Alignment' toolbar. They allow you to align the object relatively to the layout of the template.
Align a group of objects	Use the icons of the 'Alignment' toolbar.
	Use the 'Layout' menu: ■ Select 'Align...'. This feature allows you to align the objects relatively to each other. Select a value and click 'OK'.

Work with multiple objects

Purpose

You can overlay several objects in a template. You must organize them according to the final display you want to get.

Organize the objects display

1. Select an object or a group of objects.
2. From the 'Layout' menu, or from the 'Objects palette', use:

Setting	Description
'Forward'	To bring an object in front of another.
'Backward'	To send an object behind another.
'Bring to front'	To bring the selected object(s) at the front of all the other objects of the template.
'Send to back'	To send the selected object(s) behind all the other objects of the template.

Duplicate an object

Purpose

You can repeat an object in a template.
You duplicate an object when you want to repeat the exact same object several time in the template.

- To repeat an object (or a group of objects) **only once**, you can copy and paste it.
- To repeat an object several times, you duplicate the object.

Duplicate an object

1. Select the object you want to duplicate.
2. From the 'Objects' menu, select 'Duplicate objects...'.
   The 'Duplicate objects' window opens.
3. The object will be duplicated as if it was to be placed in a table.
   The object you duplicate is the starting point of the table (top left corner).

Step	Action	Remarks
1	Define a number of columns.	This corresponds to the horizontal duplication of the object.
2	Define a number of rows.	This corresponds to the vertical duplication of the object.
3	Define the horizontal and vertical spacing.	This corresponds to the space you allow between the duplicated objects.

4. Click 'OK' to confirm.

Copy - Paste

1. Select the object or the group to copy.
2. To copy, you can:
   - right-right on the selection and select 'Copy'.
   - select 'Copy' from the 'Edit' menu.
3. To paste, you can:
   - right-click on the template and select 'Paste'.
   - select 'Paste' from the 'Edit' menu.
4. Position the copy on the template, where you need it.

Lock the objects position

Purpose

Lock the position of all the objects of a template in order to:

- avoid to move them inadvertently during the template creation.
- avoid to move them inadvertently during the 'Object properties' definition.
- create a new template from the current one, with the objects positioned in the same place.

Lock the position of the objects

1. You lock the objects position:
   - From the 'Layout' menu, click 'Lock object positions'.
     A check mark appears in front of this menu entry when the object(s) position is locked.
   - Click from the toolbar.
2. A padlock is displayed when you mouse-over the locked objects.

Unlock the position of the objects

1. You unlock the objects position:
   - From the 'Layout' menu, click 'Lock object positions'.
     The check mark disappears in front of this menu entry.
   - Click from the toolbar.
2. A hand is displayed when you mouse-over the unlocked objects. You can move or resize them.

Lock the position and size of a single object

1. Select the object.
2. From the 'Position' section of the 'Object properties' panel, tick the checkbox named 'Lock position/size'.

Note:
Un-tick this checkbox to unlock the position of the selected object.

Delete elements of a template

Delete an element of the template

Purpose

You can delete the objects or the guides you inserted in a template.

Delete objects

1. Select the object you want to delete.

Note:
You can make a multiple selection, if needed. Select additional objects and simultaneously press the <Shift> key.

2. You can:
   - press the <Delete> key of your keyboard.
   - right-click the selected object(s) and select 'Delete'.
   - select 'Delete selected objects' from the 'Edit' menu.
   - use the 'Delete' icon from the 'Objects palette'.

Delete guides

1. From the 'Edit' menu, select 'Delete all guides'.

Note:
To delete only one guide:
- Make sure the 'Guide' tool in selected in the 'Objects palette' and select the guide to be deleted
- Press the <Delete> key of your keyboard.

Undo an action

Purpose

You can undo some of the changes applied to an object or to a group of objects.

Undo object changes

1. From the 'Edit' menu, select 'Undo object changes'.
   You can also use simultaneously the keyboard keys <Ctrl> + <Z>.
2. Actions you can undo are:
   - resize, scale, align or move
   - cut, copy or paste
   - insert
   - delete

Advanced features

Create a 'Job Separator' template

Purpose

A 'Job Separator' template is used to create a document that will separate the posters at print time.

It is created in Designer Module, and you use it in the Print Manager module ('Job Separator').
The user of Print Manager integrates a separator document in order to distinguish the posters ordered per user. The goal is to identify the owner of the posters.

1. Create a template.
2. Insert the objects you need in order to identify the different posters print jobs.
   Mainly, you insert 'Text' and 'Image' objects.
3. Define 'Macro' content for the objects.
   For instance, insert 'Text' objects to define the user, the date, the poster width... with the help of 'Macro' content.
4. From the 'File' menu, select 'Save as...'.
   The 'Save template' window opens.
5. In the 'File name' field, give an explicit name to your template.
6. From the drop-down list, select the file format 'Job Separator' (***.btf**).
7. Click 'Save'.

Result

In Print Manager module you can use this template as a 'Job Separator'.

Create associated templates

Purpose

Create associated templates when you want to provide a template into several sizes or into several layouts.

To create associated templates, you must respect the same structure in all the templates. You must keep:

- a similar objects structure (objects types, objects order, layers)
- the same name for each object that are common to the associated templates
- the same link to a database, if any

Description

Associated templates are created from a template that is already stored in the current chart. We call this template, the 'original template': you use it as a basis for the creation of the associated templates.

Save all associated templates in the same folder of a chart.
Use this specific syntax to name the associated templates:
original_template_name[specificity_of_the_associated_template].ptf.

Associate templates together

1. Open a template (the one you want to use as the original template).
2. From the 'File' menu, select 'Resize page'.
3. Change the page size and click 'OK'.

Note:
Edit the template without changing its structure.

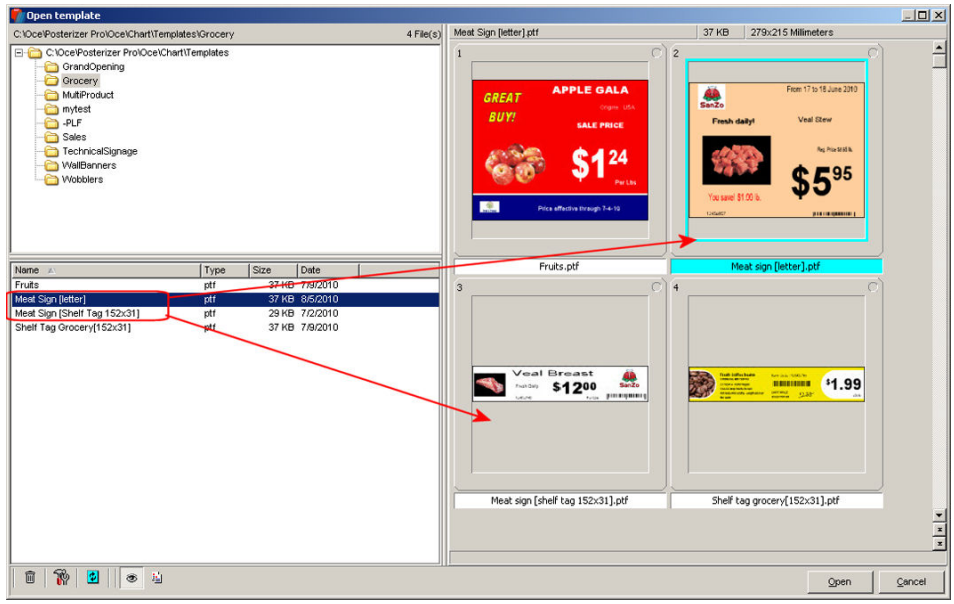
4. From the 'File' menu, select 'Save as'.

Note:
Make sure you are about to save the associated templates in the same folder as the original template.

5. Give a name of associated template to that template:
   - Keep the same name

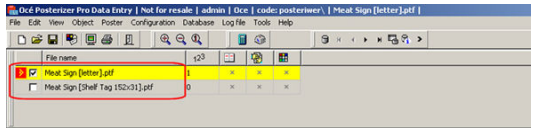
- Add a suffix using this syntax: **[page_size]** or **[new_layout]**
  For instance: **template_for_bazar[A4].ptf**, **template_for_bazar[Ao].ptf** and **template_for_bazar[blue_landscape].ptf** are associated templates.

6. Click 'Save'.
   The template you saved is now associated to the original one you created.
   They are both saved in the same chart.



Result

In the data entry module, associated templates are proposed together to the user who uses that chart.
The user of the data entry module can add content to one of those templates to create a poster. Automatically, if the added content belongs to one of the objects that is common to associated templates, the content is updated accordingly in all the posters created from the associated templates.


Océ Posterizer Pro Data Entry | Not for resale | admin | Oce | code: posteriwer\ | Meat Sign [letter].ptf |
File Edit View Object Poster Configuration Database Log file Tools Help
File name
Meat Sign [letter].ptf
Meat Sign [Shelf Tag 152x31].ptf

[36] Result in the data entry module

Manipulate the images

Purpose

Posterizer Pro offers advanced features to manipulate the images of a chart directly into Designer Module.
This way, you avoid the need of a third-party application to manipulate the images of your chart.

Those advanced features enable you to:

- reduce the size of the images in order to preserve the performance of Posterizer Pro in all the modules.
  Create stamps from images when you propose a list of images to the user of the data entry module.
- resize the images in order to get an optimal printout of the posters.
  Convert the format of your image to a format and a size that enhance the quality of the poster (for instance, to avoid pixels on the printout).

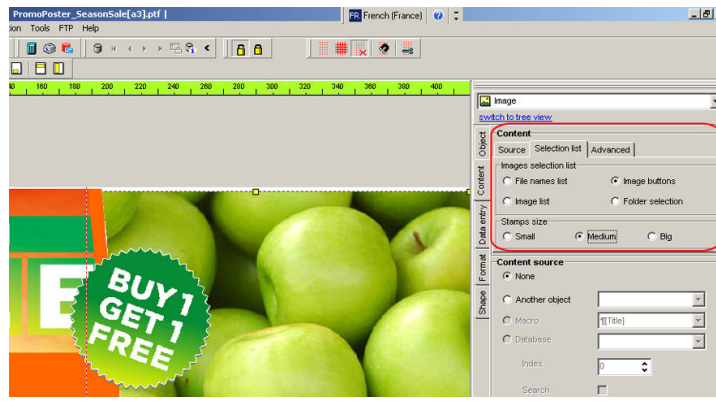
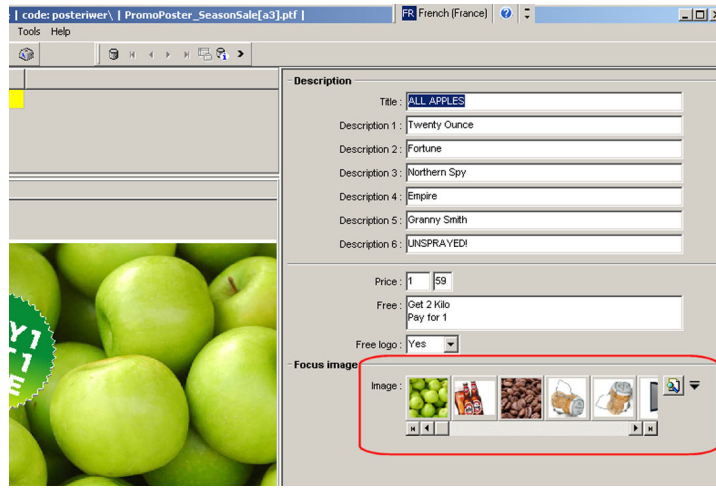
Create stamps from images

1. You can create stamps from the images you want to display in the image list. This way, the image list is loaded more rapidly in the data entry module.
   Insert an 'Image' object.
2. From the 'Browser', browse to the chart folder that contains the images you want to convert into stamps.
3. Right-click on one of the images.
4. Select 'Create image stamps...'.
5. From the 'Create image stamps' window:

Step	Action
1	Verify the source folder.
2	Indicate or create the destination folder. *Note:* The destination folder must belong to the current chart.
3	Define the stamp size and the expected format of the stamps.

6. Click 'Create image stamps' to validate.

Result

Use the stamps	Illustration
in Designer Module	
in the data entry module	

Convert the images format

1. You can convert the images into another format for an optimized display in the Posterizer Pro modules.
   Insert an 'Image' object.
2. From the 'Browser', browse to the chart folder that contains the images you want to convert.
3. Right-click on one of the images.
4. Select 'Image batch conversion...'.

5. From the 'Batch conversion' window:

Step	Action
1	Browse to the destination folder and click 'OK'.
2	Select the 'Graphic format' to which you want to convert the images.
3	Indicate which image you want to convert.

6. Click 'OK' to confirm.

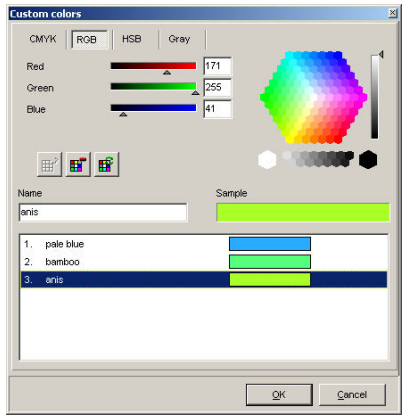
Define custom colors

Purpose

Posterizer Pro offers the possibility to define your own colors to create the objects of your template.
You can define simple colors or gradients.

Define your own color list

1. From the 'Object properties' panel, go to the 'Shape' section.
2. From any setting where you can set a color, click the arrow to display the drop-down palette.
3. Click 'More colors...'.
4. Define the custom color.
5. Give a name to the custom color.
6. Click to add the custom color to your own color list.
7. Click 'OK' to confirm.



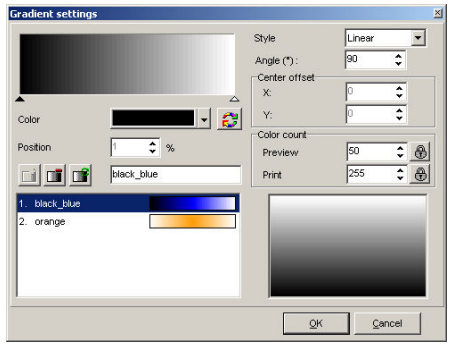
Define a custom gradient

1. From the 'Object properties' panel, go to the 'Shape'-'Fill' section.
2. Select 'Gradient'.
3. Click 'Modify...'.
   The 'Gradient settings' window opens.
4. Define a gradient.

Step	Action
1	Select the 'Style' of the gradient.
2	Define the display angle.
3	Use the 'Center offset' settings to define the position of the gradient.
4	From the 'Color' drop-down list, select a first color for the gradient. It corresponds to the color indicated with the black arrow in the top-left gradient preview.
5	From the top-left gradient preview, click on the white arrow. It becomes black. Select a second color for the gradient, from the 'Color' drop-down list, if needed. *Note:* Click to invert the gradient. *Note:* You can insert intermediate colors in the gradient. Double-click below the gradient preview to insert an arrow. Re-define the color if needed. Define the position of the color: use the 'Position' setting or move the corresponding arrow.
6	Give a name to the gradient.
7	Click to add the custom gradient to your custom list.

Note:
The 'Color count' setting allows you to define the screen display ('Preview') and the print quality ('Print') of the gradient.
The 'Color count' number represents the number of colors that compose the gradient. The higher the number, the better the quality of the gradient.

5. Click 'OK' to confirm.



Prepare the template for use in the data entry module

Allow design changes on a poster

Purpose

Some design elements of a template can be changed when creating posters. Those elements are:

- the double sided property
- the background color
- the sleeve

Within Designer Module, those design elements belong to the basic properties of a template.

When to do

You define the editable design elements when you create a new template, or before you export the chart that contains the template.

Define the basic properties

1. From the 'Template' menu, select 'Properties...'.
   The 'Template properties' window opens.
2. Define the specific properties that impact the design of the template.

Value	Description
'Crop marks'	Add crop marks to your template. At print time, those crop marks will be printed. *Note:* The crop marks aspect is defined during the printer configuration.

Value	Description
'Print sleeve'	Indicate that you use a sleeve to display your template. At print time, the sleeve can be printed on top of your template.
'Double sided'	Indicate that you want your template to be double sided. At print time, both sides of your template can be printed on a same sheet (same face or both sides of the page, according to your printer capability).

3. Indicate the 'Background color' of the template.

Note:
It may conflict with the paper color on which the template will be printed.

4. Define the 'Allowed changes':

If	Then
you allow a change: ■ 'Allow double sided change' ■ 'Allow background color change'	Tick the associated check-box.
you want to prevent a specific change	Un-tick the check-box.

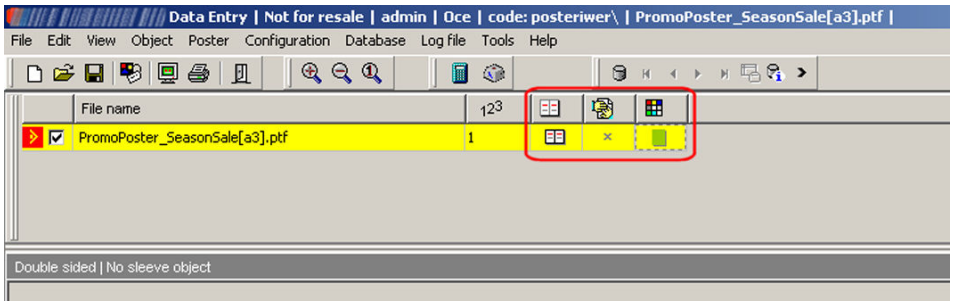
5. Click 'OK' to confirm.

Define a 'Sleeve'

1. Select the object of the template which belongs to the sleeve.
2. From the 'Object properties' panel, go to the 'Object'-'Visibility' section.
3. Tick the 'Sleeve' checkbox.

Result

According to the editable elements you defined, the user of data entry module can adapt the design of this template to create posters.


Data Entry | Not for resale | admin | Oce | code: posteriwer\ | PromoPoster_SeasonSale[a3].ptf |
File Edit View Object Poster Configuration Database Log file Tools Help
File name
123
PromoPoster_SeasonSale[a3].ptf
1
Double sided | No sleeve object

[41] Result in the data entry module

The 'Data entry' properties of an object

Introduction

'Data entry' is one of the object properties.
You define the 'Data entry' properties for each object, from the 'Object properties' panel.

Purpose

The 'Data entry' tab is very important in the definition of an object. It defines the modification you allow for the creator of the poster based on your template. These properties have an impact on the data entry module.

Define the behavior of an object in 'Data entry'

1. From the 'Object properties' panel, go to the 'Data entry' tab.
2. From the 'Data entry caption' section, you can define a caption for the selected object. When defined, this caption is used in the data entry module to designate the object (it appears in the Poster Data panel, instead of the object name given in Designer Module).
3. From the 'User input' section, indicate if the content of the selected object must be completed by the creator of the poster.

Note:
Requested information vary according to the object type that is selected.

'Data entry' properties

Properties	Description
'No user input'	The object cannot be modified in the data entry module.

Properties	Description
'User input'	The object can be completed by the creator of the posters, according to the value you define. (The availability of those values depends on the object type that is selected.) ■ 'Required': the user of the data entry module must complete the content of the object. ■ 'Forbidden': the user of the data entry module is not allowed to enter any content for the object. The field must be cleared before the poster can be printed. ■ 'Numeric': the user of the data entry module must enter a numeric content (e.g.: numbers). ■ 'Data validation': the user of the data entry module must respect the conditions you defined when he enters content for the object. ■ 'Allow free text': the user of the data entry module can enter free content for objects which normally have a fixed content (e.g.: select another formula, change the content of a 'Text pick list'). ■ 'Data entry only as free text': the user of the data entry module can modify the text of the formula. *Note:* If nothing is checked, the user of the data entry module can edit the content of the object, even if does not have to.

4. From the 'Updateable properties' tab, you can indicate the modifications you allow to the user of the data entry module.
Tick a checkbox to define a property you allow to be updated.

Result

According to the rules you defined:

- the object may be invisible in data entry module.
- the entries of the 'Object' menu can be available in the data entry module. The user of the data entry module can edit the object properties.
- some of the object properties can be available in the Poster Data panel. The user of the data entry module can select, among a restricted list of values, a new value for the object properties.

Define the objects display order

Introduction

From the Designer Module, you can define the appearance of the Poster Data panel in the data entry module. The Poster Data panel gathers poster data fields which correspond to the updateable objects of the template.

Purpose

In the data entry module, the users see the value of each updateable object that compose the template. From the Poster Data panel, they can define the value of each poster data field for each poster they generate.

Define the objects order once you finished a template.

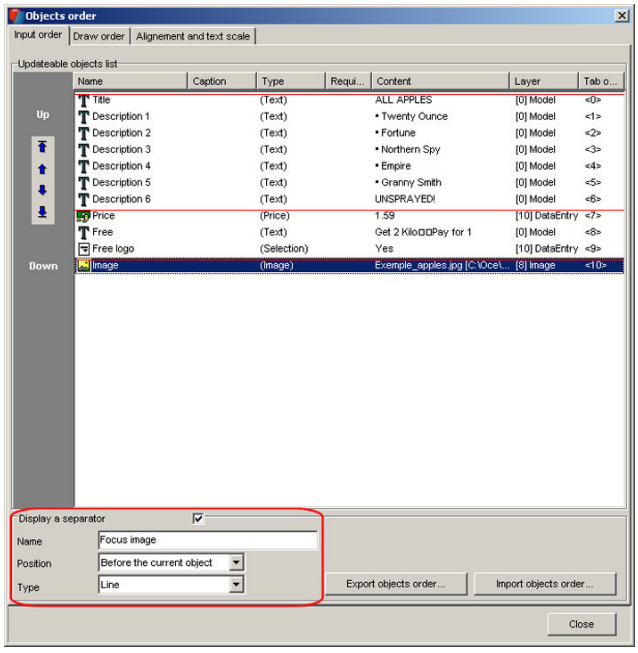
Define the order of the objects

1. From the 'Layout' menu, select 'Objects order'.
   The 'Objects order' opens.
   All the objects you inserted in the template are listed.
2. Define the 'Input order' and the appearance of the poster data fields in the data entry module.

Note:
This tab only applies to the updateable objects of the template.

Step	Action	Remarks
1	■ Select an object in the list. ■ Use ⬆ and ⬇ to organize the objects list. All those updateable objects appear as poster data fields in the data entry module.	The first object of the list will appear in the first position of the Poster Data panel in the data entry module.

Step	Action	Remarks
2	Tick the 'Display a separator' check-box to insert a separator before the poster data field.	A separator allows you to group poster data fields. *Note:* The separator is highlighted in the below illustrations.
3	Define the appearance of the separator: ■ give a name to the separator. This name is similar to a legend for the group of poster data fields. ■ define the position of the separator. ■ define the type of separator to use.	The separator can be a simple line or a tab. If you select a tab type, we strongly advise you to give a name to the tab. *Note:* For a better visibility, define only one type of tab -if any.

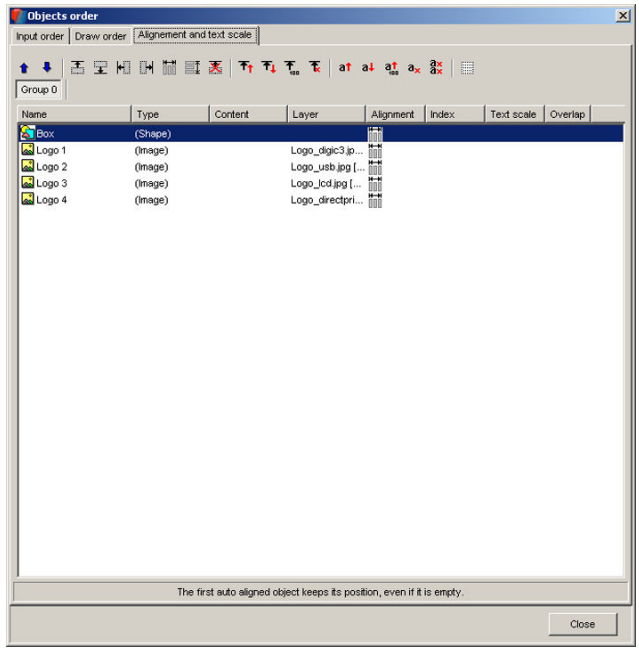


[42] Objects order definition in Designer

3. Define the 'Draw order', if needed.

Step	Action	Remarks
1	Select an object in the list.	The 'Draw order' list shows all the objects of the template.
2	Use and to organize the list.	The first item of the list is at the front of the template: it is on top of the other objects. No other object can hide a part of it: it is visible and will be fully printed on the poster. As a consequence, the 'Draw order' defines the print order of the objects that appear on the poster. *Note:* Check which object is at the back, it may not be printed if not visible.

4. If your template contains grouped objects, you can also define the 'Alignement and text scale'.
   Each group of objects has its own sub-tab.



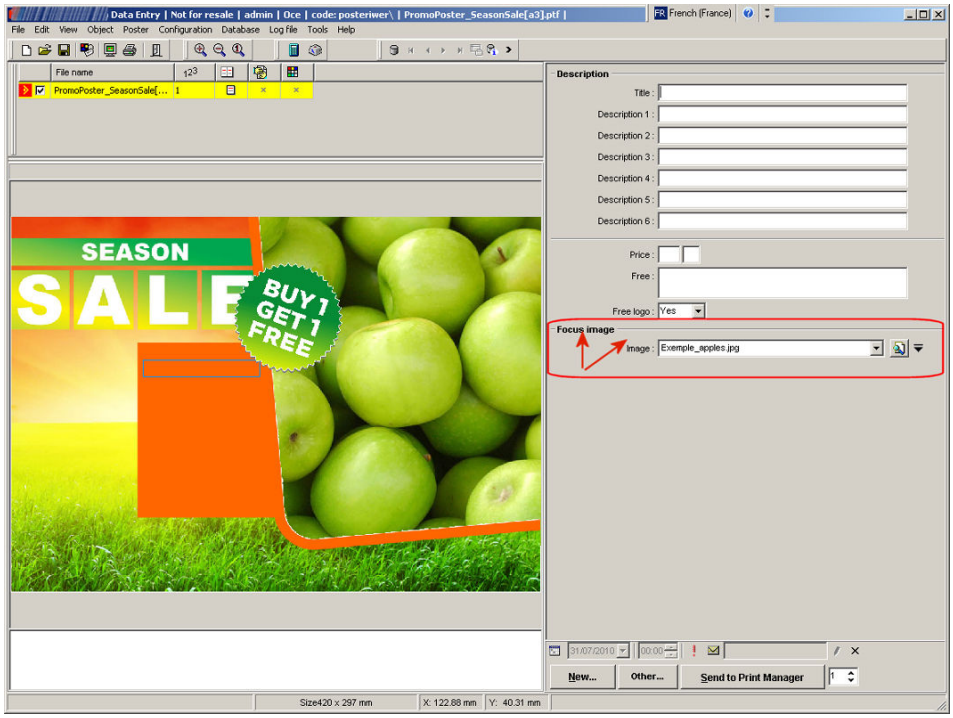
   For each group, you can define rules to align one object on another in the same group.

For instance, you can align the content of first object with the top of the second object which has content.

Note:
Regularly save your template to get the latest information in the lists.

Result

In the data entry module, the Poster Data panel displays the data according to the objects order you defined.



[44] Result in the data entry module

You can export the objects order configuration in order to reuse it with other templates.

- To export the object order, click 'Export objects order...' and save the .OLF file in the current chart.
- To reuse the object order, open the 'Objects order' window.
  Click 'Import objects order...' and browse to the location where you stored the .OLF file.

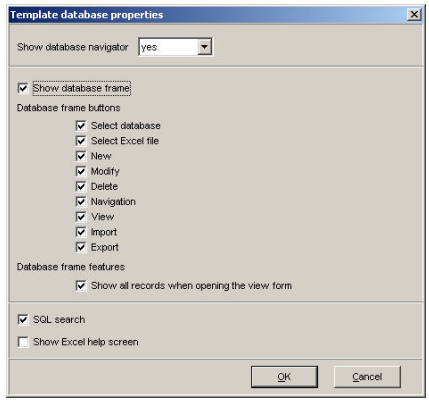
Define the Data Entry settings of a database

Purpose

You can define the content of the database navigator that will be visible in the data entry module.

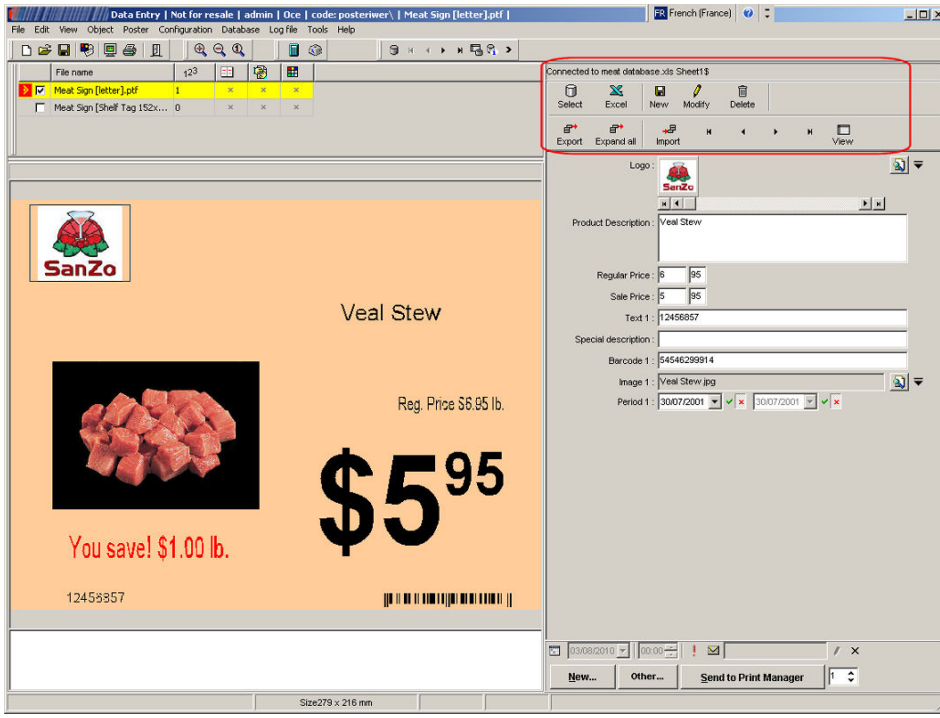
1. From the 'Database' top menu, select 'Advanced'.
2. Select 'Data entry properties...'.
   The 'Template database properties' window opens.
3. Make a selection from the drop-down list, or tick a checkbox in order to:

Step	Action
1	Indicate the way you want to display the database navigator (toolbar).
2	Define the actions you allow for the database in the Designer Module.
3	Indicate if you allow ■ the advanced search (SQL search) ■ the Excel help screen



[45] Properties defined in Designer

4. Click 'OK' to confirm.



[46] Result in the data entry module

Preview the template

Preview the template in Designer Module

Introduction

You can preview the template in Designer Module:

- before you print it
- to get a general overview of your creation

Preview before print

1. From the 'File' menu, select 'Print preview'.
   A window opens.

Note:
The template size must fit the printer configuration. Else, you cannot preview the expected printout template.

2. You can:
   - define the number of copies you want to print
   - add the 'Double sided' property to your template (preview of the 'Double sided' orientation that best fits your printer configuration)
   - change the 'Printer configuration'
3. Click 'Print' to print the template.
   Click 'Close' to exit.

Preview the created template

1. From the 'File' menu, select 'Poster preview'.
   Or click the 'Preview' icon from the toolbars.
   A window opens.
2. You can:
   - get a preview of your template with or without the sleeve
   - get a preview of your template with the 'Double sided' property (horizontal or vertical 'Double sided')
   - print your template
   - display the 'Print preview' window (click the 'Print' icon)
3. Click 'Close' to exit the 'Preview' window.

Preview the template in Data Entry

Introduction

The Designer Module offers a preview of your template in the Data Entry module. This allows you to understand how a user of the data entry module can create a poster from your template.

Preview a template in Data Entry

1. From the 'Objects palette', click .
   Or, from the 'File' menu, select 'Execute Posterizer Data Entry'.
   The Data Entry module opens.
2. Preview the template in the design panel.
3. You can change the content of the objects, if allowed.

Create formulas in Formula Editor

What is a formula

Definition

A formula is a type of object that you can insert in a template.
It is a mathematical operation.

The 'Formula' object allows you to automatically:

- calculate prices,
- apply discount,
- calculate savings.

With the 'Formula' object, you avoid inconsistencies in the prices displayed on the posters.

Formulas are stored in the posterizer.for' file located in the Formulas folder.
This file is applies to all your charts. Once you defined a formula, you can use it in all your templates.

Open Formula Editor

Introduction

The Formula Editor module allows you to define or customize the formulas for your template.

Open Formula Editor

1. From the 'Tools' top menu of the Designer Module, select 'Formula editor'.
2. From the 'Tools' toolbar, click the 'Formula editor' icon.

Result

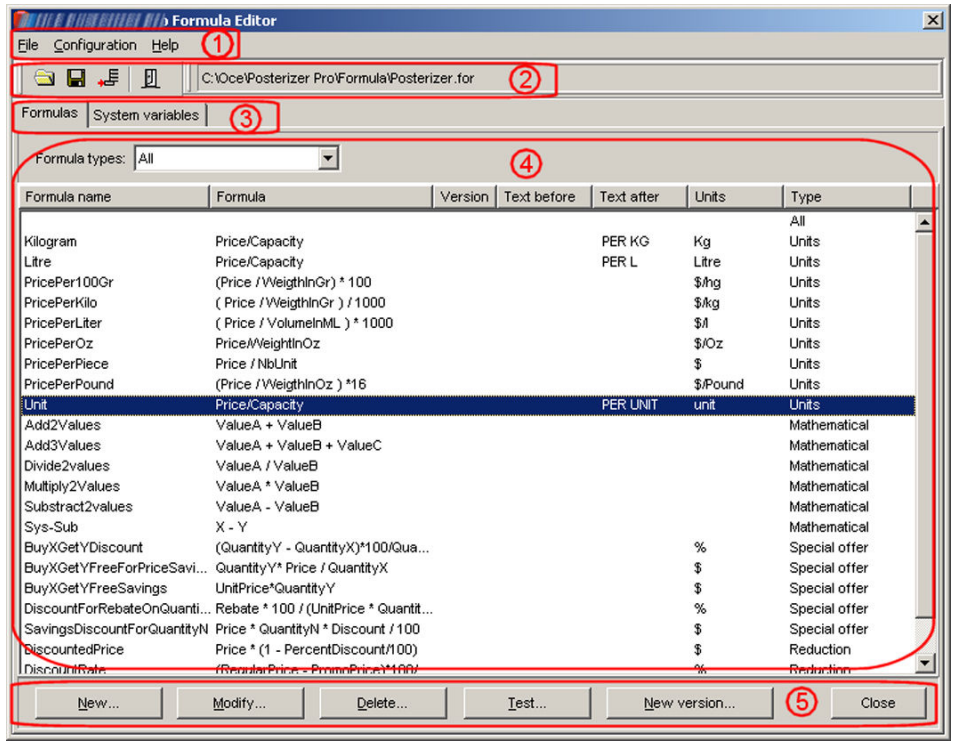
The Formula Editor is a module of Posterizer Pro. It opens as a new application.

Get to know Formula Editor

Introduction

The Formula Editor module enables you to create or modify formulas.

Illustration


Formula Editor
File Configuration Help
1
C:\Oce\Posterizer Pro\Formula\Posterizer.for
2
Formulas System variables
3
Formula types: All
4
Formula name | Formula | Version | Text before | Text after | Units | Type
All
Kilogram | Price/Capacity | | | PER KG | Kg | Units
Litre | Price/Capacity | | | PER L | Litre | Units
PricePer100Gr | (Price / WeigthInGr) * 100 | | | | $/hg | Units
PricePerKilo | (Price / WeigthInGr) / 1000 | | | | $/kg | Units
PricePerLiter | (Price / VolumeInML) * 1000 | | | | $/l | Units
PricePerOz | Price/WeightInOz | | | | $/Oz | Units
PricePerPiece | Price / NbUnit | | | | $ | Units
PricePerPound | (Price / WeigthInOz) *16 | | | | $/Pound | Units
Unit | Price/Capacity | | | PER UNIT | unit | Units
Add2Values | ValueA + ValueB | | | | | Mathematical
Add3Values | ValueA + ValueB + ValueC | | | | | Mathematical
Divide2values | ValueA / ValueB | | | | | Mathematical
Multiply2Values | ValueA * ValueB | | | | | Mathematical
Substract2values | ValueA - ValueB | | | | | Mathematical
Sys-Sub | X - Y | | | | | Mathematical
BuyXGetYDiscount | (QuantityY - QuantityX)*100/Qua... | | | | % | Special offer
BuyXGetYFreeForPriceSavi... | QuantityY* Price / QuantityX | | | | $ | Special offer
BuyXGetYFreeSavings | UnitPrice*QuantityY | | | | $ | Special offer
DiscountForRebateOnQuanti... | Rebate * 100 / (UnitPrice * Quantit... | | | | % | Special offer
SavingsDiscountForQuantityN | Price * QuantityN * Discount / 100 | | | | $ | Special offer
DiscountedPrice | Price * (1 - PercentDiscount/100) | | | | $ | Reduction
New... Modify... Delete... Test... New version... 5 Close

[48] Interface of Formula Editor

Description of the Formula Editor interface

Interface of Formula Editor

Area	Component	Description
1	top menu	■ Manage the formula files ■ Manage Formula Editor display

Area	Component	Description
2	icon bar	Name of the formula file and shortcut icons to: ■ Open a formula file ■ Save a formula file ■ Import a formula file ■ Exit Formula Editor
3	tabs	Enable to switch between: ■ 'Formulas' panel ■ 'System variables' panel
4	formula list	Display the list of the formulas contained in a formula file. You can sort the formulas according to several criteria.
5	management buttons	All those buttons open new windows where you can manage your formulas: ■ Create a formula ■ Modify a formula ■ Delete a formula ■ Test a formula This button opens the 'Formula' window. From there, you can display the expected result of a formula. This way, you can rapidly view if the formula is correct before you use it in a template.

Create a new formula

Purpose

You can create any formula to suit to your needs.
You use the formulas in the Posterizer Pro modules when you insert a 'Formula object' in a template.

Create a new formula

1. Open the Formula Editor module.
2. Click the 'New...' button.
   The 'New formula' window opens.
3. Fill in the fields:

Step	Action	Example
1	'Formula name' Give a name to the formula you create.	'Formula name' = Price_per_item
2	'Formula type:' From the drop-down list, indicate the formula type.	The type of a formula gives an indication about what the formula does. However, this classification is very subjective. ■ 'Units' For price definition. ■ 'Currency' For price conversion. ■ 'Mathematical' For a calculation. ■ 'Special offer' To calculate a discount. ■ 'Reduction' To apply a discount.
3	'Formula version:' Give a version number.	'Formula version:' = 1

Step	Action	Example
4	'Formula' Define the formula. ■ Use free parameters to represent the values. ■ Use mathematical operators to represent the needed calculation. To know more, see: *'Operators supported in Formula Editor'* on page 176	■ **/** means 'divide' ■ * means 'multiply' ■ **+** means 'add' ■ **-** means 'subtract' For instance, '**Price / Quantity**' means we want to divide the price (total amount paid) by a certain quantity of items (bought products). This formula will compute the price per item.
5	'Text before' / 'Text after' Define possible text before and after the formula.	In our example, we could add: 'this results in' in front of the formula; and 'euro per item!' after the formula. The result would be: 'this results in 2 euros per item!'
6	'Measurement unit' Define the measurement units.	This information is useful when filtering the existing formulas.

4. Click 'OK' to confirm.
   Without error message, the syntax of the formula is correct. The formula is added to the formula list.

Create a new variable

1. From the Formula Editor module, go to the 'System variables' tab.
2. Click 'New...'.
   The 'Add a variable' window opens.
3. Fill in the fields for the 'Variable name' and 'Variable value'.
   Thos are free text fields.
4. Click 'OK' to confirm.
   The new variable is created. You can use it to create formulas.

Save the new formula

1. From the 'File' menu, select 'Save'.
2. The new formula is added to the current formula file.

Result

You can use this new formula in the Designer Module.

Edit a formula

Purpose

You can edit a formula in order to adapt it for your needs.

1. From the formula list, select the formula you want to modify.
2. Click 'Modify...'.
   The 'Modify the formula' window opens.
3. Change the criteria you want among the following:

Criteria	Description	Example
'Formula name'	Give a name to your formula. This is a free text field.	Kilogram
'Formula type:'	Select among the proposed formula types. This allows you to filter the formulas from the main list.	Units
'Formula version:'	Enter a number to indicate the version of a formula. All versions always remain available (as long as you do not delete them).	1
'Formula'	Enter the formula you want to create. To know more, see: *'Operators supported in Formula Editor'* on page 176	Price/Capacity
'Text before'	Enter the text you want to display before the formula. This is a free text field.	Wonderful discount:
'Text after'	Enter the text you want to display after the formula. This is a free text field.	per kilogram
'Measurement unit'	Indicate the measurement unit you use in the formula. This allows you to sort the formulas from the main list. This is a free text field.	Kg

Note:
See also: *'Create a new formula'* on page 135

4. Click 'OK' to confirm.

Result

The modified formula appears with the new criteria in the formula list.

Test a formula

Purpose

Formula Editor offers you the possibility to preview the result of a formula. You can test if the result of the formula corresponds to your needs. Then, you can insert that formula within a template.

1. Select the formula from the formula list.
2. Click 'Test...'.
   The 'Formula' window opens.
3. Adapt the 'Parameter value' to your needs.
   The result of the formula appears in red in the 'Result' section.

Advanced features

Create a formula file

Purpose

You can create your own formula file for a backup purpose, or to save sets of formulas that you do not currently use.

Description

Formulas are stored in a .FOR file.
The default formula file is 'posterizer.for'. It is located in the Formulas folder, along with the installation files.
This default file is used with each environment you create.

To use a formula in a template, you must make sure the 'posterizer.for' file belongs to the installation folder of Posterizer Pro. It will be used in your chart(s).

Note:
Only the file named **'posterizer.for'** is used in the templates.

Create your formula file

1. Open Formula Editor.
2. Arrange the formula list (add, remove, modify the formulas of the list).
3. From the 'File' menu, select 'Save as'.
   A window opens.
4. Give a name to the formula file.

Note:
Only the formulas saved in the file 'posterizer.for' can be used in Designer Module.

5. Browse to the location where you want to save your formula file.
6. Click 'Save'.
   Your formula file is created.

Import formulas

Purpose

I you have created or saved formulas in a .FOR file, you can import these formulas in Formula Editor, in order to use them in Designer Module.

Note:
You do not need to export a formula.

Note:
If you want a clean formula file, you can clear it completely before you import news formulas. To do so, select 'Clear all...' from the 'File' menu.

1. From the 'File' menu of Formula Editor, select:
   - 'Import': to import only a selection of formulas
   - 'Import all...': to import a complete formula file
2. Click 'Yes' to confirm your action.
3. Browse to the location where your formula file is located (.FOR).
4. Select the file.
5. Click 'Open'.
6. If you chose 'Import', a list of the available formulas opens.
   Select the formulas you want to import.

Note:
You can also import the variables that are used in the selected formulas. Go to the 'System variables' tab to selected the needed variables.

7. Click 'OK' to confirm.

Result

The formulas and variables (all or your selection) are added to the formula file of every chart you use.
Save the file as 'posterizer.for'. Your formulas are now available for use in the Formula Editor module.

Chapter 7
Save and export a template

Save a template

Introduction

Save your template for a future usage.
It is also wise to regularly save your template during its creation, as a backup version.

Access to the 'Save' window

1. From the 'File' menu, select 'Save'.
2. From the top bar icons, select .

Save your template

1. Access to the 'Save template' window.
2. From the 'Save template' window, enter a name for your template in the 'File name' field.

Note:
If you created a template from the default templates proposed in the Demo chart, make sure you do not erase that default template.

3. Verify, from the tree structure, that the storage folder is correct.
   Change it if needed.
4. Click 'Save'.

Result

This action creates a file, with a .PTF extension, in the folder your indicated.
The template is stored in the Template folder of your chart.

Upload a chart to FTP

Purpose

Upload a chart to the FTP server. It can be retrieved by the users of the data entry module.

Upload a chart to FTP

1. From the ' FTP ' menu, select 'Chart' - 'Upload chart to FTP folder...'.
2. Click 'Yes' to confirm.
   The chart is uploaded to the FTP server.
   A pop-up message gives you the status of the upload.

Result

The users of the data entry module can benefit from your recent changes.

Advanced features

Export a chart

Purpose

You can export a chart to a .ZIP file:

- to create a local backup for your current chart (you can import it in Designer Module at your convenience).
- to exchange the chart with Océ (this way, you can send it by mail).

Export the full chart

1. From the 'Tools' menu, select 'Chart tools' - 'Export chart to zip file...'.
2. Give a name to the chart.
3. Browse to the directory where you want to store the chart.
4. Click 'Save'.

Result

The ZIP file of the chart is available for a future import and is ready to be sent by e-mail.

Add messages to a chart

Purpose

You can create messages for the user of the data entry module.

The message files are stored in the Messages folder of the chart. Message files are text files, with the .MESS extension.

When to do

Add a message to the chart before you upload the chart to the FTP server.
Create messages to communicate with the users of the data entry module.

Create a message

1. Browse to the root folders of the chart.

Note:
Open the 'Configuration' - 'Application folders' menu to know the path to follow.

2. If it does not exist yet at the root structure of the chart, create a folder named 'Messages'.
3. Open the 'Messages' folder.
4. Create a text file in which you type your message (a .TXT file for instance).
5. Save the file in the 'Messages' folder.
6. Replace the file extension from .TXT (for instance) to **.MESS**

Result

When the user of the data entry module opens the module, the message is retrieved. The message appears in a dedicated panel of the interface.

Export a chart selection to zip

Purpose

You create a chart selection when you only want to export a subset of the chart (for instance, only few templates or images).
You export the chart selection the same way as you do for a full chart export: into a .ZIP file.
This enables you to better control the items of the existing charts in the retailer stores.
You can export new items or you can delete the ones you previously exported.

Create a chart selection

1. From the 'Tools' menu, select 'Chart tools' - 'Export a chart selection to zip file...'.
2. Give a name to the chart root folder and click 'OK' to confirm.
   The 'Chart export' window opens.
3. From the 'Graphical chart' frame (left column), expand the folders.
4. Select the files or folders you want to export.

If you want to export	Then
a folder	■ Double-click on a folder name to move it to the export list. (or right-click on the folder) ■ Click 'Yes' to confirm.
a file	■ Select the folder that contains the files. The file list appears in the bottom of the left column. ■ Right-click on the file you want to export. ■ Select 'File -> export...' ■ Click 'Yes' to confirm.

   Those items are listed in the 'Items to export' tab (right column).
5. Select the files or folders you want to remove from the chart existing in the retailer stores.

If you want to delete	Then
a folder	■ Right-click on the folder or the file you want to delete. ■ Select 'Folder -> add to delete list...' ■ Click 'Yes' to confirm.

If you want to delete	Then
a file	■ Select the folder that contains the files. The file list appears in the bottom of the left column. ■ Right-click on the file you want to export. ■ Select 'File -> add to delete list...' ■ Click 'Yes' to confirm.

Those items are listed in the 'Items to delete' tab (right column).

Define advanced settings

1. You can restrict the chart update to certain retailer stores. To do so, indicate the store codes of each retailer stores to which the chart update must apply.
   From the 'Store codes' tab, define or import the list of store codes that will be able to retrieve the chart update.
2. From the 'Advanced' tab, you can also:

Step	Action
1	Define additional items to export, if needed.
2	Give additional information about the chart selection you create, if needed. *Note:* Make sure you ticked the 'Use information below' checkbox.

Add a message to the chart selection

1. Right-click anywhere in the 'Graphical chart' frame (top-left corner).
2. Select 'Create message file...'.
3. Give a name to the message file and click 'OK' to confirm.

Note:
Do not change the file extension .MESS.

4. Type in your message.
5. Click 'OK' twice to confirm the message and exit.

Export the chart selection

1. Click 'Export in a zip file...'.
2. Enter the 'Administrator login' password and confirm.
   A pop-up message gives you the status of the export.
3. Click 'Close' to exit.

Result

The ZIP file of the chart selection is available for a future import. You can also send it by mail to the user of the data entry module.
The user of the data entry module receives the chart selection which updates the chart he uses.

Chapter 8
Work with the Automation option

Connect a database to the template

Connect to a database

Introduction

To manage database content and connection in Posterizer Pro, use the 'Database' menu.

Note:
The use of a database requires the Automation option.

Purpose

The template is a collection of objects. Some of these objects hold information on a product such as names, references, price, etc.
To ease the creation of posters, you can connect a template to a database of products.
The users of the data entry module will then be able to browse through the products and see the resulting poster for each product of the database.
You will also be able to generate easily a set of posters that matches a certain database query.

Before you begin

Open the template you want to connect to a database.

Connect the template to a database

1. From the 'Database' top menu, select 'Connect' - 'Connect...'.

Note:
If the chart you use contains a database with a CSV or an Excel format, select the appropriate proposed entry.

2. The 'Select database' window pops-up.
   Select the format of the database you want to connect to.
3. Click 'Select' to indicate the file to use.
   Indicate also the database connection information needed.

Note:
Ask your database administrator for this information, if needed.

4. If needed, click 'Select table' to select a specific table of the database file.
   A windows pops-up. It lists all the available tables contained in the database file you selected.
5. Select the table to which you want to connect.
6. You can test the connection to the database file.
   Click 'OK' to validate.

Result

The template currently opened in the design panel is now connected to the selected database.

Manage database connection

Purpose

When you edit a template, you can disconnect from a database (in order to connect to another database, for instance).

Disconnect from a database

1. From the 'Database' menu, select 'Disconnect'.
2. Click 'Yes' when proposed to keep the connection information.
   This will allow you to reconnect to the database later on.

Reconnect to a database

1. From the 'Database' menu, select 'Reconnect'.
   The template is now connected again with the database you previously selected.

Connect the objects to the database fields

Purpose

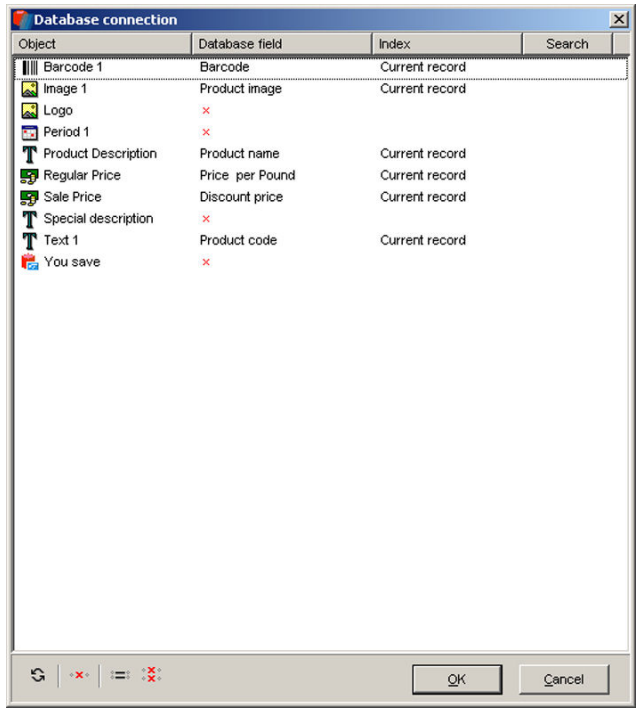
When your template is connected to a database, you can benefit from tools to connect the fields of the database to the objects of the template.

Before you begin

Make sure the current template is connected to a database.

Manage the connection of each object

1. From the 'Database' menu, select 'Advanced' - 'Connect template data to database' - 'Template objects...'.
   The list of the objects inserted in your current template appears in a new window.



2. You can connect or disconnect each object which has already been connected to the database.

If you want to	What	Then
disconnect from the database	a single object	■ select the object ■ and click
	all the objects	■ click ■ click 'Yes' to confirm
connect to the database		■ click ■ click 'Yes' to confirm
	a single object	■ select the object ■ click ■ modify the content source (if needed), and indicate the database field you want to connect to

3. Click 'OK' to confirm.

Rename the template objects to match the name of the database fields

1. From the 'Database' menu, select 'Advanced' - 'Connect template data to database' - 'Rename template objects to connected database fields...'
2. Click 'Yes' to confirm.
   Every object of the current template that is connected to a database now has the same name as the database field to which it is connected.
   At poster creation time, the content of each object will be easily identifiable from the database.

View the content of the connected database

Purpose

Once your template is connected to a database, you can view the content of that database. This can help you design the template and its objects.

1. From the 'Database' menu, select 'View data'.
   A 'Data' floating window opens.
2. You can use its information to define the content of an object.

Advanced features

Create and manage layers

What is a layer

Definition

A layer is a Designer Module concept that allows you to organize the data in a template. A template is a superposition of layers: it can be composed of several layers. Those layers can be turned on and off (visible or hidden).

In the Designer Module, a layer is a way to gather objects in order:

- to make the objects visible or to hide them.
- to adapt the layout of the template in a dynamic way, according to the data entered.

You can define up to 40 layers.

Layers properties

Layer content
The layers contain objects.
If a layer does not contain any object, it is not used.

Layer activation
To work on the objects of a layer, that layer must be active.
Only one layer is active at once.

Objective

You can use only one layer to create a full template.

However, in the Designer Module, you can also use multiple layers to create a more powerful template:

- that uses conditions.
- that applies to multiple products.

View the layers

Purpose

To easily manage the layers configuration and settings, Designer Module proposes a dedicated window.

1. From the 'View' menu, select 'Layers'. You can also use the 'Layers' icon from the 'Objects palette'.
   The 'Layer settings' window opens.
2. It is composed of 3 tabs:

Tab	Description
'Layers'	Manage the visibility of the layers in the design panel. Define the active layer. Manage the conditions on the layers. Define the behavior of the layers at print time.
'Data entry'	Manage the behavior of the layers in the data entry module.
'Legend'	Get information about the icons of the 'Layer settings' window.

Define the visible layers

1. From the 'Layer settings' window, select the layer you want to see in the design panel.
2. Click .
3. Repeat this action for all the layers you want to see.

Note:
Click to make all layers visible at once. Click ('Hide empty layers') to display only the layers used in the template.

Note:
The selected visible layer is also the active one.

Define the content of a layer

Purpose

It is recommended to work on identifiable layers.

The layers used in a template contain the objects of the template.
There are two ways to add objects to a layer:

- The objects are already created: you can link together the layers and the objects of the template (see the procedure below).
- The layers are already created: you can create objects directly in the active layer (select a layer and create your objects).

Note:
A layer must be active (selected) if you want to work on the objects it contains.

When to do

You define the layers after you inserted objects on the template.

Note:
If you know how to arrange the template, you can also start with the creation of the layers.
Then, you create the object(s) for each layer. In this case, the link between the layer and the object(s) is automatic. This method is not covered in the current section.

Name a layer

1. From the 'View' menu, select 'Layers'.
2. From the 'Layers' tab of the 'Layer settings' window, select a layer.
3. Right-click on the layer and select 'Design' - 'Name...' (or click the 'Layer name' icon).
4. Give an explicit name to the layer.
5. Click 'OK'.

Add an object to a layer

1. From the design panel, select an object of the template.
2. In the 'Object properties' panel, go to the 'Layer' section ('Object' tab or 'Position and size' entry).

3. Click the little arrow to fully display the 'Layer' section.
4. From the drop-down list, select the layer to which you want to link the object.

Note:
By default, when you create an object it is associated with the active layer.

Define the print behavior of the layers

Purpose

You can define one print behavior per layer.
The print behavior has an impact on the data entry module.

You can:

- force a layer to be printed.
  In this case, you define the printable layers.
- allow the user of the data entry module to select the layers to be printed.
  In this case, you define a list of possible printable layers. The user of the data entry module can turn on/off a selection of objects according to the layers that he decides to print.

Define the printable layers

1. From the 'Layers' tab of the 'Layer settings' window, select the layer that must be printed.
2. Click .

Note:
You can define several printable layers.
All the objects of the printable layers will be printed, in the order defined by the 'Draw order' (see: *'Define the objects display order'* on page 123).

3. Save the template.
   This layer will always be visible in the data entry module: it will always be printed.

Define possible printable layers

1. From the 'Data entry' tab of the 'Layer settings' window, tick the 'Create layer list box' checkbox.
2. Give a meaningful name to the layer list.
   The layer list will appear in the data entry module.
3. Tick the 'Multiple layer selection' checkbox if you allow the user of the data entry module to select several layers.
   Else, the user of the data entry module will have to select only one layer among the layer list.
4. Go to the 'Layers' tab of the 'Layer settings' window.
5. The print behavior will be defined by the user of the data entry module.

You can	How to do
suggest to print a layer	■ Select the layer. ■ Click . In the data entry module, the layer will be selected by default, but the user can change this selection.
allow a selection of layers to be printed	■ Select the layer. ■ Click . ■ Repeat for all the layers of the selection

6. Save the template.

Define a condition on a layer

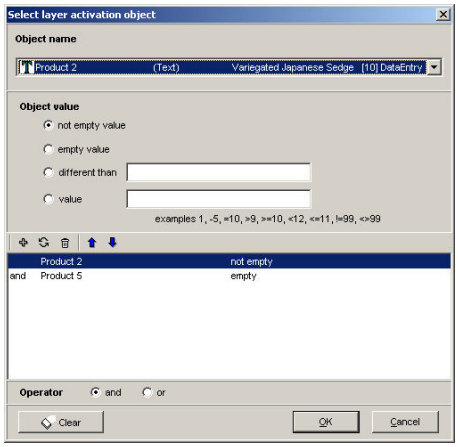
Purpose

You can define conditions on the layers of a template.
This allows you to create a same template for multiple uses.

For instance, you can create a template that adapts to the number and type of objects defined in the data entry module.

To do so, you must define a condition on a layer and an activation object.

Illustration



[50] Example of a condition using activation objects

Define a condition and the activation object

1. From the 'Layers' tab of the 'Layer settings' window, select the layer for which yo want to apply a condition.
2. Click ?.
   A new window opens.
3. Define the condition to apply to the selected layer.
   The condition is defined according to the objects of the template, or according to the relation between those objects.
   You define the condition in which the layer is displayed.

Step	Action	Example
1	Select an object of the template. *Note:* Make sure you explicitly named the objects of the template.	For instance, on the selected layer, you created a frame to display a product description. This frame contains: ■ 2 text objects: - 'Title' that has 'Content Description' has a free text content - 'ProductDescription' which content is linked to a database and that contains the description text of the product ■ 1 image object: - 'Info' which displays an image of an information sign
2	Define the value of the object that creates a condition.	Select the object named 'ProductDescription'. Define the 'not empty value' value for this object.
3	Click to add the object and its value to the condition list.	Add 'ProductDescription' with the 'not empty value' condition to the condition list. This means that when the 'ProductDescription' object value contains some content, the layer to which this object is linked is visible in the data entry module.
4	Select an operator, if needed.	No need for an operator in our example.
5	Repeat this procedure with all the conditional objects.	No need to repeat the procedure for our example.

Note:
Use the proposed icons to modify, arrange or delete conditional objects from the list.

4. Click 'OK' to confirm.
5. Save the template.

Note:
Click to modify a condition.

Result

In our example:

- If the object 'ProductDescription' is linked to an empty cell of the database, then, the layer will not display. The other objects of the layer ('Info' and 'Title') will be invisible on the poster (invisible also in the poster data panel of the data entry module). They will not be printed at print time.
- If the object 'ProductDescription' is linked to some content ('not empty value'), then, the layer will display. The others objects are visible in the data entry module and everything can be printed.

Define the background color of a layer

Purpose

You can define the color of the background on which the objects will be displayed on the template.

Note:
The layer must contain objects.

1. From the 'Layers' tab of the 'Layer settings' window, select a layer.
2. Click on the selected row, under the 'Color' column.
   A window opens.
3. Select the background color for the layer.
4. Click 'OK' to confirm.

Result

This feature helps you when you work on layers from the Designer Module.

It can also be used along with an 'Activation object'. The background of the poster, in the data entry module, can change according to the layers you activate.

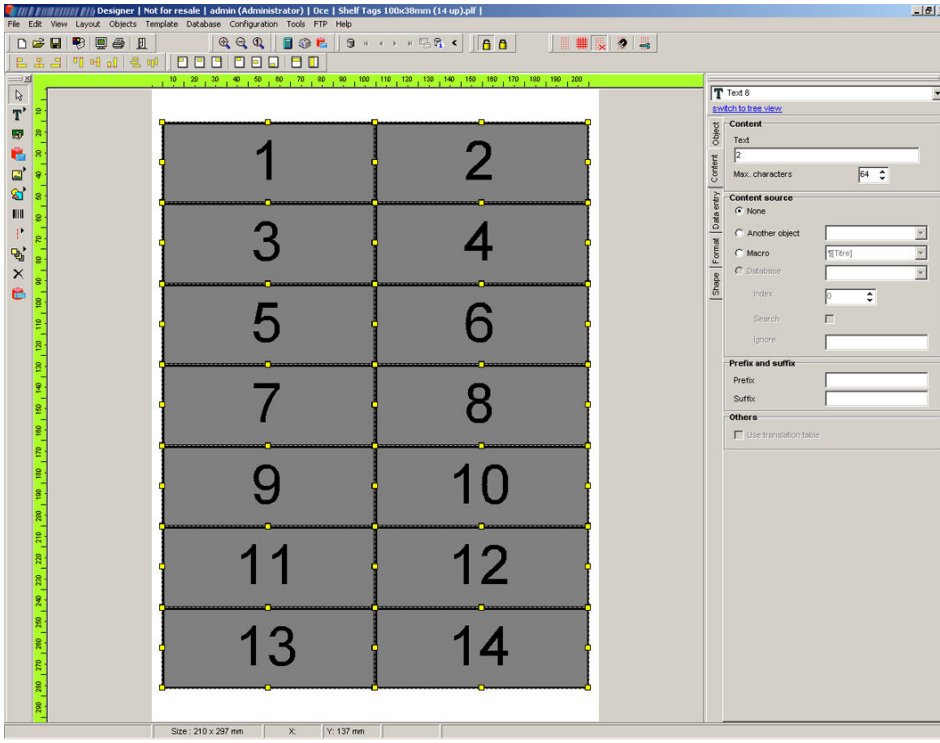
Use a Layout template

What is a layout template

Definition

A layout template is a specific type of template. It defines the way you want the posters to be printed in the Print Manager module. It allows to control how several posters are placed on a same page at print time.
It is a .PLF file.

Illustration



[51] Example of a layout template

Note:
A layout template is not essential to print posters. This feature allows additional control in the Print Manager module.

You create a layout template in the Designer Module.
The layout template is used in the Print Manager module to print the posters. It is linked with a printer configuration.

For instance, you create a layout template in order to print a sheet of product labels. Each label is generated as one poster but, with the right layout template applied to print those posters, each label poster is positioned at the right place on the media.
The layout templates are particularly useful to print several labels on a precut media.

Example of use

Example of a workflow using a layout template

Step	Action	Result
1	Create a layout template in order to print product labels of: ■ 100mm-wide ■ 60mm-high ■ on a A4 paper size (210*297mm)	The layout template can contain 8 product labels: ■ 2 columns of 100mm*600mm labels ■ 4 rows of of 100mm*60mm of labels
2	Create the template that will be used in the data entry module to create the labels.	The template you create in the Designer Module has a size of: 100mm x 60mm (it is a custom size).
3	In the data entry module, create the labels.	Each product has its own label. Labels are ready for print.
4	In the Print Manager module, configure a printer so that it uses the layout template.	Labels are printed with the printer that uses the layout template. The printer prints A4 sheets that contain 8 labels each.

Open a layout template

Purpose

The layout templates are stored into a chart. You must be able to retrieve them for modification in Designer Module, or for use in Print Manager module.

Posterizer Pro offers you some predefined layout templates. You can edit them as a starting point for using the Designer Module.

1. From the 'File' menu, select 'Open...'
2. Browse to the directory of the chart where you store the layout templates.

Note:
Predefined layout templates are to be found in the -PLF folder of the Océ chart.

3. Select a layout template.
4. Click 'Open'.

Result

Edit the layout template from the Designer Module. Save it.
It is ready for use in the Print Manager module.

Create a layout template

Purpose

Create layout templates to optimize the print of posters or labels in the Print Manager module.
The procedures below describe how to create a layout template from scratch.

Note:
Predefined layout templates are to be found in the -PLF folder of the Océ chart.

Draw a positioning object ('Layout position object')

1. From the 'File' menu, select 'New'.
2. Define the size of the template and click 'OK'.
3. Click 'OK' twice to keep the default values for the other template properties.
4. Open the 'Objects' menu.
   Select 'Advanced objects' - 'Layout position object' to insert the specific positioning object that enables to draw a layout template.
5. Resize the object and position it on the template.
   Give the same 'Width' and 'Height' as the ones of the posters to which it will be applied.
   For instance:

If	Then
the layout template will be used to print labels of 100mm x 60mm	draw a 'Layout position object' with: ■ 'Width'=100mm ■ 'Height'=60mm

Note:
- Prefer the 'Millimeters' or the '1/10 Inches' as units.
- Prefer integer values.
- Use the size of the positioning object to create the template for the posters that will be printed with that layout template.

Design the layout template

1. Insert as many 'Layout position object' as you need:

If you want a 'Layout position object'	Then
with different sizes	Repeat the first procedure to create and insert the positioning objects.
of a same size	Duplicate the current 'Layout position object'. ('Objects' menu - 'Duplicate objects...'; see also: *'Duplicate an object'* on page 105)

2. Position the objects on the template.
(See also: *'Position the objects'* on page 101)

Note:
The objects must not overlap.

3. From the 'File' menu, select 'Layout template' - 'Number'.
A number automatically appears within the 'Layout position object'.
This number corresponds to the sequence order in which the posters will be placed on a page (and printed). It is unique.

Note:
You can also define this number manually, in the 'Object properties'-'Content' section. You can choose the print order. Make sure to give a unique number to each 'Layout position object'.

4. From the 'File' menu, select 'Save as...'.
5. In the 'File name' field, give an explicit name to your template.
6. From the drop-down list, select the file format 'Layout template' (***.plf**).
7. Click 'Save'.

Result

You can now create a template that will generate the posters to be printed with the layout template you created.

Note:
Make sure the template you create to generate the posters has the exact same size as the size of the positioning object in which it should fit in at print time.

Chapter 9
Appendix

About the 'Debug window'

Purpose

In order to efficiently support you, Océ provides you with a utility for service.

When to do

When you have an issue with the use of Posterizer Pro, upon request of your Océ representative only.

Use the 'Debug window'

1. From the 'View' menu, select 'Debug window'.
2. Follow the instructions given by your Océ representative.

Icon	Description
* and -	Create a separator line in the report, using one of those characters.
	Clear the debug report.
	Copy the debug report to your local Clipboard.
	Save the debug report to a .txt file.

3. Click the 'Quit' icon to exit the window.

The supported file formats

Supported file formats

The database file formats	.db, .mdb, .csv, .xls
The image file formats	.bmp, .jpeg, .jpg, .psd, .tif, .tiff, .png .emf, .wmf

Note:
When the application cannot process an image file, it displays a big 'X' instead of the image. In that case, make sure that the file format is supported and that the file extension is correct.

The Posterizer custom formats

File format for	Extension	Designer Module	Formula Editor	Data Entry Module	Print Manager Module
Job separator file	.btf	x			x
Formula	.for		x		
Message file	.mess	x			
Objects layout file	.olf	x			
Saved poster	.ppf			x	
Poster sent to spooler	.psf				x
Template	.ptf	x			
Layout template	.plf	x			x
Saved queue settings	.qni				x
LogFile print report	.qrp			x	x

Operators supported in Formula Editor

Note:
For operators that take arguments between parenthesis, make sure that there is no space between the operator name and the parenthesis.

Operator	Use	Example	Number of arguments	Result
-	Subtraction	A-B	2	
! or **NOT**	Negation	!A	1	1 if A=0, 0 if A<>0
*	Multiplication	A*B	2	.
/	Division	A/B	2	.
^ or **POW**	Power of	A^B POW(A,B)	2	.
+	Addition	A+B	2	
<	Is less than	A<B	2	1 if A<B, 0 if A>=B
<=	Is less than or equal to	A<=B	2	1 if A<=B, 0 if A>B
<>	Is different from	A<>B	2	1 if A<>B, 0 if A=B
>	Is bigger than	A>B	2	1 if A>B, 0 if A<=B
>=	Is bigger than or equal to	A>=B	2	1 if A>=B, 0 if A<B
ABS	Absolute value	ABS(A)	1	A if A>=0, -A if A<0
CHS	Change sign	CHS(A)	1	-A
FRAC	Fractional value	FRAC(A)	1	A-INT(A)
IIF	Condition	IIF(V,A,B)	3	A if V<0, B if V>=0
INT	Integer value	INT(A)	1	.

Operator	Use	Example	Number of arguments	Result
MAX	Maximum of	MAX(A, B,C)	n	.
MIN	Minimum of	MIN(A,B,C)	n	.
ONE	1 value (for comparisons)	ONE	0	1
PROD	Product of	PROD(A,B,C)	n	A*B*C
ROUND	Round (to closest integer)	ROUND(A)	1	.
SIGN	Sign of	SIGN(A)	1	1 if A>0, 0 if A=0, -1 if A<0
SQR	Square of	SQR(A)	1	A^2
SQRT	Square root of	SQRT(A)	1	$\sqrt{A}$
SUM	Sum of	SUM(A,B,C)	n	A+B+C
ZERO	0 value (for comparisons)	ZERO	0	0

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